

Contract Delivery Confirmation

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, ZIP]

Dear [Client's Name],

We are writing to confirm the delivery of the contract titled "[Contract Title]" as per our agreement. The contract was sent to you on [Delivery Date] and is intended for your review and acknowledgment.

For your records, the contract includes the following key details:

- **Contract Number:** [Contract Number]
- **Effective Date:** [Effective Date]
- **Parties Involved:** [Parties Involved]

We kindly request that you review the contract and provide your acknowledgment by signing and returning a copy by [Return Date]. If you have any questions or require further clarifications, please do not hesitate to contact us.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]