

Contract Delivery Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to confirm the delivery of the Partnership Agreement between [Your Company Name] and [Recipient's Company Name]. Enclosed with this letter, you will find the finalized contract for your review and signature.

Details of the Contract:

- Contract Number: [Insert Contract Number]
- Effective Date: [Insert Effective Date]
- Scope of Partnership: [Brief Description]

Please review the document at your earliest convenience. If you have any questions or require further clarification, do not hesitate to reach out to us.

Thank you for your cooperation and trust in this partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[Your Email]

[Your Phone Number]