

Letter of Acknowledgement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

Dear [Recipient's Name],

I am writing to acknowledge the receipt of your invitation to sign the contract between [Your Company Name] and [Recipient's Company Name]. We appreciate the opportunity to collaborate and are looking forward to finalizing this agreement.

We confirm our attendance at the signing scheduled for [insert date, time, and location]. Please let us know if there are any documents or preparations needed in advance.

Thank you once again for this opportunity. We are eager to move forward with the partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]