

Milestone Agreement Confirmation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the milestone agreement reached on [insert date of agreement] regarding [brief description of the project or subject]. Below are the details of the milestones we have agreed upon:

Milestone Details

- **Milestone 1:** [Description] - Due by [Due Date]
- **Milestone 2:** [Description] - Due by [Due Date]
- **Milestone 3:** [Description] - Due by [Due Date]

We appreciate your collaboration and commitment to achieving these goals. Please confirm your acceptance of the above milestones by signing below.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Acceptance:

I, [Recipient's Name], accept the milestones as outlined above.

Signature: _____

Date: _____