

# Contract Mandate Delivery Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves to confirm the delivery of the contract mandate as per our agreement dated [Insert Agreement Date]. We have successfully delivered the following documents:

- Contract Document
- Mandate Form

Please acknowledge receipt of these documents by signing and returning the enclosed copy of this letter.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]