

Contract Mandate Performance Affirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

We are writing to affirm our commitment to the terms of the contract mandate signed on [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name]. We acknowledge our responsibilities as outlined and are dedicated to fulfilling all specified performance obligations.

As of today, we have successfully completed the following tasks:

- [Task 1]
- [Task 2]
- [Task 3]

We remain committed to delivering quality results and maintaining open communication throughout the duration of our contract.

Please feel free to reach out should you require any further information or clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]