

Business Agreement Execution Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we are ready to proceed with the execution of the business agreement dated [Insert Agreement Date]. This letter serves as formal confirmation of our commitment to adhere to the terms and conditions outlined in the agreement.

Enclosed with this letter, you will find two copies of the agreement for your review and signature. Please sign and return one copy to us at your earliest convenience.

If you have any questions or require further clarification regarding any part of the agreement, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation, and we look forward to a fruitful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]