

Contract Sign-Off Acknowledgment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

This letter serves as an acknowledgment of the receipt of the agreements signed on [Insert Date of Agreement]. We appreciate your cooperation and commitment to the terms outlined therein.

Please find attached a copy of the signed agreement for your reference.

If you have any questions or require further clarification, please feel free to reach out.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]