

Contract Confirmation Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the agreement for the outsourcing services specified in our discussions dated [insert date of discussions]. This letter serves as a formal confirmation of our contract.

Details of the agreement are as follows:

- **Services Provided:** [Specify services]
- **Duration:** [Start date] to [End date]
- **Payment Terms:** [Specify payment terms]
- **Confidentiality Clause:** [Specify details]

We believe this partnership will be mutually beneficial, and we look forward to your confirmation. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your attention to this matter. Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above.

Sincerely,

[Your Signature]
[Your Name]
[Your Position]
[Your Company Name]

Accepted by:

[Recipient's Signature]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]