

Confirmation of Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally confirm the terms we discussed during our recent meeting on [Insert Date of Meeting]. Below are the key points of our agreement:

- **Term 1:** [Description of Term 1]
- **Term 2:** [Description of Term 2]
- **Term 3:** [Description of Term 3]
- **Additional Notes:** [Any additional information]

We appreciate your cooperation and look forward to moving forward based on these terms. Please confirm your agreement by signing below and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Agreed and Accepted by:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Signature: _____