

Partnership Transaction Verification

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

This letter serves as a verification of our recent partnership transaction. Below are the details of the transaction:

| Transaction ID | Date | Amount | Description |
|------------------|--------------------|----------|---------------|
| [Transaction ID] | [Transaction Date] | [Amount] | [Description] |

Please confirm your acceptance and understanding of this transaction by signing and returning the enclosed copy of this letter.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Enclosure: Copy of the letter for signature