

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Contract Terms

We are writing to formally acknowledge the receipt of the contract terms dated [Insert Date]. We appreciate your efforts in preparing this document and would like to confirm our understanding of the key terms outlined.

Here are the main points we acknowledge:

- Agreement Duration: [Insert Duration]
- Payment Terms: [Insert Payment Terms]
- Scope of Work: [Insert Scope]
- Confidentiality Clause: [Insert Details]

If there are any discrepancies or further clarifications needed, please do not hesitate to reach out to us. We look forward to a fruitful collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]