

# Letter of Acknowledgment for Signed Contract

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We hereby acknowledge the receipt of the signed contract dated [Insert Contract Date] regarding [Brief Description of Contract]. We appreciate your commitment and collaboration on this matter.

This contract outlines the terms and conditions agreed upon, and we are excited to move forward together. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your partnership.

Sincerely,

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