

Affirmation of Contract Agreement

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to affirm our mutual agreement regarding [brief description of the contract or agreement, e.g., "the provision of services", "the delivery of products", etc.].

As discussed and agreed upon on [insert date of original agreement], we both understand and accept the terms outlined in the contract which include the following:

- [Term 1]
- [Term 2]
- [Term 3]

We are committed to upholding our responsibilities as defined in the agreement and anticipate a fruitful collaboration. Please feel free to reach out if you have any questions or require any further clarification.

Thank you for your attention to this matter. We look forward to our continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]