

Confirmation of Financial Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm our financial arrangement regarding [describe the nature of the arrangement, e.g., payment terms, loan specifics, etc.]. As per our discussion on [insert date of discussion], we have agreed upon the following terms:

- Amount: [Insert Amount]
- Payment Schedule: [Insert Details]
- Interest Rate: [Insert Rate, if applicable]
- Maturity Date: [Insert Date]

Please acknowledge this agreement by signing and returning a copy of this letter. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Enclosure: Copy of Agreement