

Agreement Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to confirm our agreement regarding the supply of [specific products/services] as discussed on [date of discussion]. We appreciate your willingness to collaborate with us and look forward to a fruitful partnership.

As per our agreement, the terms are as follows:

- Products/Services: [List of products/services]
- Quantity: [Insert quantity]
- Price: [Insert agreed price]
- Delivery Schedule: [Insert delivery schedule]

Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Thank you for your cooperation. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]