

Contract Ratification Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are pleased to inform you that all terms and conditions for our contract dated [Insert Contract Date] have been reviewed and ratified. This agreement pertains to [briefly describe the scope of services or products].

We appreciate your cooperation throughout this process and are looking forward to a productive partnership. Please sign and return a copy of this letter to confirm your acceptance of the terms as agreed upon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]

Enclosure: Contract Agreement