

# Supplier Engagement Confirmation

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We are pleased to confirm our engagement with [Supplier Name] for [specific products/services] as per our recent discussions.

Key details of the engagement are as follows:

- **Delivery Timeline:** [Insert Timeline]
- **Payment Terms:** [Insert Payment Terms]
- **Quality Standards:** [Insert Quality Standards]

We look forward to a successful collaboration and appreciate your commitment to delivering quality service.

Please confirm your agreement by signing below.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Agreed and Accepted by:

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[Supplier Contact Name]

[Supplier Position]