

[Your Company Letterhead]

[Date]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

Subject: Partnership Confirmation

We are pleased to confirm our partnership between [Your Company Name] and [Partner's Company Name]. This partnership aims to [briefly describe the purpose or goals of the partnership].

As discussed, the terms of our collaboration will include:

1. [Term 1]

2. [Term 2]

3. [Term 3]

We believe that this partnership will be mutually beneficial and help us achieve [mention specific objectives or outcomes].

Please feel free to reach out if you have any questions or need further clarification. We look forward to a successful collaboration.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]