

[Your Company Letterhead]

[Date]

[Partner's Name]

[Partner's Company Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

Subject: Business Partnership Confirmation

We are pleased to confirm our business partnership established on [date of agreement] between [Your Company Name] and [Partner's Company Name].

This partnership aims to [briefly describe the purpose of the partnership]. We believe that our collaboration will [mention anticipated benefits or goals].

The key terms of our partnership include:

1. [Term/Condition 1]

2. [Term/Condition 2]

3. [Term/Condition 3]

We look forward to a successful and mutually beneficial partnership.

Please feel free to reach out if you have any questions or require further clarification.

Thank you for your trust and collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]