

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Hz Rate Confirmation

We are writing to confirm the Hz rate as discussed in our previous communication. Below are the details for your reference:

**\*\*Hz Rate:\*\*** [Specify Hz Rate]

**\*\*Effective Date:\*\*** [Start Date]

**\*\*Duration:\*\*** [Duration of the Rate]

Please review the information above and confirm your acceptance of these terms. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]