

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Business Transaction

We are writing to confirm the recent business transaction between [Your Company Name] and [Recipient's Company Name] that took place on [Date of Transaction].

Transaction Details:

- Transaction ID: [Transaction ID]
- Description of Goods/Services: [Description]
- Quantity: [Quantity]
- Total Amount: [Total Amount]
- Payment Terms: [Payment Terms]

Please find attached any relevant documentation associated with this transaction for your reference.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]