

```\n

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: [Contract Title]

Dear [Recipient Name],

This letter serves as a confirmation of our agreement regarding [briefly describe the purpose of the contract].

The terms of the contract are as follows:

1. [Term 1: Description]

2. [Term 2: Description]

3. [Term 3: Description]

Please review the details and confirm your acceptance by signing below.

Sincerely,

[Your Name]

[Your Title/Position]

-----  
[Recipient Name] - Signature

[Date]

```\n