

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm our partnership with [Recipient's Company] as of [Start Date]. This collaboration aims to [briefly describe the goals or objectives of the partnership].

As discussed, the terms of our partnership include:

- [Detail 1]

- [Detail 2]

- [Detail 3]

We believe this partnership will be mutually beneficial and look forward to achieving great results together. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Your Company Website]

[Enclosures: if any]