

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

JYP Construction

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of [Project/Agreement Name]

We are pleased to confirm our agreement regarding [brief description of the project or agreement] with JYP Construction.

Project Details:

- Project Name: [Project Name]
- Project Start Date: [Start Date]
- Project Completion Date: [Completion Date]
- Total Cost: [Total Cost]

Please review the enclosed documents for further details, and do not hesitate to reach out if you have any questions or require additional information.

We look forward to collaborating with JYP Construction on this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Company Address]