

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Confirmation of Agreement

We are pleased to confirm the agreement reached between [Your Company Name] and [Recipient's Company Name] on [Date of Agreement].

The key terms of the agreement are as follows:

1. [Term 1]

2. [Term 2]

3. [Term 3]

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Signature: _____

Date: _____

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]