

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Confirmation of XNR Agreement

Dear [Recipient's Name],

We are writing to formally confirm the details of our XNR agreement as discussed. Please find below a summary of the key points we have agreed upon.

1. ****Agreement Purpose****: [Brief description of the purpose of the agreement]

2. ****Effective Date****: [Start date of the agreement]

3. ****Duration****: [Length of the agreement]

4. ****Key Terms****: [Outline important terms and conditions]

5. ****Responsibilities****: [Detail the responsibilities of both parties]

Please review this confirmation and let us know if any adjustments are needed. We look forward to your acknowledgment and are excited to move forward with our collaboration.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]