

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of Agreement

I am writing to confirm our agreement regarding [briefly describe the subject of the agreement, e.g., "the service to be provided," "the terms of sale," etc.].

As per our discussions on [date of discussion], the key terms of our agreement include:

1. [Term 1]
2. [Term 2]
3. [Term 3]

Please let me know if the details mentioned above align with your understanding. Should you agree, kindly sign and return a copy of this letter.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

[Enclosure: Copy of the agreement, if applicable]