

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

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

Subject: ZVAC Letter for Contractual Agreement

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request a ZVAC (Zero Value Agreement Confirmation) regarding the contractual agreements between [Your Company Name] and [Recipient's Company Name] dated [Contract Date]. As per our discussions, I would like to ensure that all terms and conditions are clearly understood and validated by both parties.

The contracts in question include:

1. [Contract Title 1] - [Brief description]
2. [Contract Title 2] - [Brief description]
3. [Any additional contracts]

We kindly ask for your confirmation that the agreements have been approved and that there are no outstanding issues or amendments required. Please reply at your earliest convenience so we may proceed without delay.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]