

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

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

Dear [Recipient's Name],

Subject: Document Exchange Agreement

I hope this message finds you well.

We are writing to formalize the agreement for the exchange of documents between [Your Company Name] and [Recipient's Company Name]. The details of the documents to be exchanged are as follows:

1. Document Name 1 - Description
2. Document Name 2 - Description
3. Document Name 3 - Description

The anticipated date for the exchange is [Date]. Please confirm your availability to proceed on this date.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

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