

Professional confirmation letter for client engagement

Subject: Confirmation of Your Engagement with Our Services

Dear [Client Name],

We are pleased to confirm your engagement with [Company Name] for [Service/Project]. This letter serves to acknowledge that all necessary agreements have been finalized and we are ready to proceed as discussed.

Please review the terms outlined in the attached agreement and notify us if any clarifications are needed. We look forward to a successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Company Name]

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