

Formal confirmation of business arrangement

Subject: Confirmation of Business Agreement

Dear [Recipient Name],

This letter serves as formal confirmation of the agreement reached between [Your Company Name] and [Recipient's Company Name]. We acknowledge the discussions held on [Date] and confirm that all terms and conditions as outlined in our meeting have been agreed upon.

The services will commence on [Start Date], and all deliverables will follow the schedule provided.

Please find attached a copy of the finalized agreement for your reference.

We look forward to building a successful and long-term business relationship with your organization.

Should you have any questions, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

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