

Official business contract confirmation letter template

Subject: Confirmation of Partnership Agreement

Dear [Recipient's Name],

We are pleased to confirm the contract agreement entered between [Company A] and [Company B] on [Contract Date]. This letter serves as an official record of the agreed-upon terms regarding [brief description of contract purpose].

The contract shall commence on [Start Date] and will remain valid until [End Date], unless otherwise terminated under the provisions stated within the agreement. A signed copy of the contract is enclosed for your records.

Kindly acknowledge receipt of this letter to confirm mutual understanding. We are confident that this partnership will yield positive results.

Yours faithfully,

[Your Name]

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