

Professional Sales Agreement Letter

Subject: Confirmation of Sales Agreement

Dear [Recipient Name],

This letter serves to confirm the sales agreement between [Seller Name/Company] and [Buyer Name/Company] for the purchase of [Product/Service]. The terms include a total sale amount of [Amount], delivery date of [Date], and all other conditions as discussed and agreed upon.

Please acknowledge receipt and confirm your acceptance of this sales agreement.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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