

Company Confirmation Letter

[Your Company's Name]

[Your Company's Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip]

Dear [Recipient's Name],

On behalf of [Your Company's Name], I am pleased to confirm our acceptance of [the agreement, contract, or proposal] as discussed. This letter serves as a formal confirmation of our commitment to move forward with the arrangements outlined in our previous communications.

As per our agreement, [briefly outline the key points of the agreement or arrangement]. We believe this partnership will be mutually beneficial and are excited about the prospects it holds for both our organizations.

Thank you for choosing [Your Company's Name]. We are committed to making this a fruitful and enjoyable experience for everyone involved.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]