

# Legal Confirmation Letter Template

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**[Your Company Name]**

**[Your Company Address]**

**[City, State, Zip Code]**

**[Today's Date]**

**[Recipient's Name]**

**[Recipient's Title]**

**[Recipient's Company/Organization]**

**[Recipient's Address]**

**[City, State, Zip Code]**

**Dear [Recipient's Name],**

This letter serves to confirm the legal agreement between [Your Company Name] and [Recipient's Company/Organization], dated [Original Agreement Date], regarding [Brief Description of the Agreement Purpose]. We wish to affirm the following key terms and conditions as outlined in our agreement:

**[Key Term or Condition 1]**

**[Key Term or Condition 2]**

**[Key Term or Condition 3]**

**[And so on...]**

Please acknowledge your receipt and confirmation of these terms by signing and returning a copy of this letter no later than [Deadline Date]. Should you have any questions or require further clarification, do not hesitate to contact us directly at [Your Contact Information].

Thank you for your attention to this matter and your continued partnership.

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Your Company Name]**