## Legal Confirmation Letter Template

horizontal line

**[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]**