

# Contract Confirmation Letter

Dear [Recipient's Name],

RE: Contract Confirmation

I am writing to formally confirm our agreement regarding the contract we discussed on [date]. This letter serves as confirmation that both parties, [Your Company/Organization Name] and [Recipient's Company/Organization Name], have reached an understanding and have mutually agreed to enter into a contract with the following details:

## 1. Contract Details:

- Contract Title: [Title]
- Contract Number: [Number]
- Effective Date: [Date]
- Expiration Date: [Date]
- Scope of Work: [Brief description of the project or services to be provided]
- Terms and Conditions: [Include any specific terms and conditions agreed upon]

## 2. Responsibilities and Obligations:

- [Your Company/Organization Name] will be responsible for [Specify responsibilities].
- [Recipient's Company/Organization Name] will be responsible for [Specify responsibilities].

## 3. Payment Terms:

- Total Contract Value: [Amount]
- Payment Schedule: [Specify the payment milestones or schedule, if applicable]

## 4. Confidentiality:

- Both parties agree to maintain the confidentiality of any sensitive information exchanged during the course of this contract.

## 5. Dispute Resolution:

- Any disputes arising from this contract will be resolved through [Specify the agreed dispute resolution method, such as arbitration or mediation].

6. Termination Clause:

- The contract can be terminated by either party with [Specify notice period] written notice.

Please review the above contract details and notify us if there are any discrepancies or if any changes are required. If the details provided accurately reflect our mutual understanding, kindly sign and return a copy of this letter to indicate your acceptance of the contract terms.

We are excited about the opportunity to work with [Recipient's Company/Organization Name] and look forward to a successful collaboration. Should you have any further questions or require any additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Yours sincerely,