**LETTER TEMPLATE**

**FORMAL CONFIRMATION LETTER OF PARTNERSHIP**

**[Your full name]  
[Your phone number]  
[Your email address]**

**[Date]**

**[Recipient's full name]  
[Recipient's phone number]  
[Recipient's email address]**

Dear **[recipient's title and last name],**

I am excited to confirm our **[partnership being confirmed]** starting **[date].**

I've carefully reviewed **[the materials you've looked over]** you sent me via our most recent communication. All the details looked good to our team and **[decision you've made].**

Attached to this email, you will find **[any corresponding documents you've included].**

If you or your team have questions, please reach out to **[who they can contact]** directly. I am looking forward to working together to **[what you have agreed to do].**

Sincerely,

**[Your full name]**