**FORMAL CONFIRMATION LETTER**

Stacey Gibbs  
335-423-9586  
staceygibbs@email.com

July 28, 20XX

Andrew Adams  
429-806-5528  
andrewadams@email.com

Dear Mr. Adams,

I am excited to confirm our business-to-business partnership starting this upcoming year.

I've carefully reviewed the contract and materials you sent me via our most recent communication. All the details looked good to our team, and we unanimously have decided to work with your company.

Attached to this email, you will find the signed and completed contract, along with answers to the questions your team needed to brainstorm for our upcoming promotional campaign.

If you or your team have questions, please reach out to me directly. I am looking forward to working together to reach our company's goals.

Sincerely,  
Stacey Gibbs