[DATE]

[NAME AND ADDRESS]

**Acknowledgment of receipt of executed contract**

**Dear [ADDRESSEE],**

We acknowledge receipt of the fully executed [NAME OF AGREEMENT], dated [DATE], between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”).

The executed Agreement reflects the terms mutually agreed upon and serves as the binding framework for our relationship moving forward. We appreciate your cooperation throughout the negotiation and execution process and look forward to working together under the terms of this Agreement.

Please direct any questions or correspondence related to the Agreement to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

Thank you, and we look forward to a productive partnership.

**Yours truly**,

[LEGAL NAME OF YOUR PARTY]

By: …………………………..

Name: [NAME]

Title: [TITLE]