[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Confirmation of Partnership Agreement**

Dear [Partner’s Name],

We are pleased to confirm the establishment of a partnership between [COMPANY NAME] and [Partner’s Company Name] as outlined in the [Partnership Agreement Name], dated [AGREEMENT DATE]. This agreement reflects our shared goals and commitments to working collaboratively toward [*briefly describe the purpose of the partnership, e.g., “developing innovative solutions for the industry”*].

**Key Terms of the Agreement**:

* **Effective Date**: [*Effective Date of Agreement*]
* Scope of Partnership: [*Summarize the key focus areas, e.g., “joint product development, market expansion, etc.”*]
* **Roles and Responsibilities**:
  + [COMPANY NAME]: [*Briefly list key contributions or obligations.*]
  + [PARTNER’S COMPANY NAME]: [*Briefly list key contributions or obligations.*]
* **Duration**: [*Specify duration of the partnership or renewal terms.*]

We are committed to fostering a productive and successful collaboration and are confident that this partnership will bring mutual benefits. Please confirm receipt and acceptance of this letter by signing and returning a copy to [CONTACT EMAIL/ADDRESS] by [SPECIFIC DATE, IF REQUIRED].

Should you have any questions or need further clarification, please contact [Name, Title] at [Email Address/Phone Number].

We look forward to working closely with you and achieving great success together.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]