

BASIC BUSINESS LETTER

Sender's Name:

Sender's Address:

Street Address Line 1

Street Address Line 2

City, State ZIP Code

Phone: (xxx) xxx-xxxx

Email: example@example.com

Date:

Recipient's Name:

Recipient's Address:

Street Address Line 1

Street Address Line 2

City, State ZIP Code

Dear [Recipient's Name]:

I am writing to you regarding the recent business matters we have discussed. The purpose of this letter is to formally communicate the terms and conditions agreed upon between our parties in a clear and concise manner.

Please consider this letter as a binding confirmation of our agreement, consistent with United States contract law. Both parties acknowledge their understanding and acceptance of the terms expressed herein, and intend to be legally bound accordingly.

Should you have any questions or require further clarification, please feel free to contact me at your earliest convenience. I look forward to a successful business relationship.

Thank you for your attention to this matter.

Sincerely,

[Sender's Name]

[Sender's Title]

[Sender's Company]

Signature:

Notary Acknowledgment:

State of _____

County of _____

On this _____ day of _____, before me, the undersigned Notary Public, personally appeared [Sender's Name], personally known to me, and acknowledged to me that he executed the foregoing instrument as his free and voluntary act and deed.

WITNESS my hand and official seal.

Notary Public Signature

My Commission Expires: _____

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