
Confirmation Letter For Business

Samantha Davis

Director of Operations, GreenTech Solutions

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Greenville, TX 75001

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(555) 987-6543

July 15, 2024

XYZ Industries

456 Business Park Drive

Innovia, FL 33101

Subject: Confirmation of Business Partnership

Dear Sir/Madam,

I am writing to confirm the business partnership between GreenTech Solutions and XYZ Industries. This letter serves to officially acknowledge our collaboration and the mutual agreements we have established.

Business Details:

- Company Name: GreenTech Solutions
- Address: 789 Maple Avenue, Greenville, TX 75001
- Contact Number: (555) 987-6543
- Contact Email: samantha.davis@email.com
- Director of Operations: Samantha Davis

Partner Company Details:

- Company Name: XYZ Industries
- Address: 456 Business Park Drive, Innovia, FL 33101
- Contact Number: (555) 321-9876
- Contact Email: contact@xyzindustries.com
- CEO: Robert Clark

Partnership Details:

- Nature of Partnership: Strategic alliance focusing on joint research and development for sustainable technologies.
- Duration of Partnership: Effective from August 15, 2024, with an initial term of two years.
- Responsibilities: GreenTech Solutions will lead the R&D efforts, while XYZ Industries will focus on commercialization and market entry.
- Financial Terms: Profit-sharing arrangement with a 50-50 split.

This partnership is designed to leverage the expertise and resources of both companies to advance innovative solutions in the sustainable technology sector. We anticipate a successful collaboration and are excited about the opportunities this partnership will bring.

Please feel free to contact me directly should you require any further information or clarification regarding this partnership.

Thank you for your attention to this matter.

Yours sincerely,

Samantha Davis

Director of Operations, GreenTech Solutions