

[Current Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Acknowledgment of Existing Terms of Business

Dear [Recipient Name],

This letter serves as formal acknowledgment and confirmation of the existing Terms of Business between [Your Company Name] and [Recipient Company Name], originally dated [Original Agreement Date].

We hereby confirm that we have reviewed the current terms and conditions and agree that they continue to govern our ongoing professional relationship and all current transactions. We remain committed to adhering to the obligations, payment schedules, and service standards as outlined in the existing document.

Unless otherwise agreed upon in writing by both parties, these terms shall remain in full force and effect.

Please feel free to contact me if you have any questions or require further clarification regarding our continued partnership.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]