

Sender's Address:

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Recipient's Name: \_\_\_\_\_

Recipient's Title: \_\_\_\_\_

Recipient's Company: \_\_\_\_\_

Recipient's Address: \_\_\_\_\_

## FORMAL BUSINESS LETTER

**Subject:** \_\_\_\_\_

Dear Sir or Madam,

I am writing to formally address the matter at hand. Please consider this letter as an official communication pursuant to our recent discussions and agreements.

All statements and representations contained herein are made in good faith and are intended to be legally binding and enforceable under the laws of the United States of America.

Should you require any further documentation or clarification, please do not hesitate to contact me at your earliest convenience.

Please acknowledge receipt of this letter and confirm your understanding of the terms herein as soon as possible.

This letter serves as a formal notice and shall be considered effective upon delivery.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

Sender's Signature

Signature: \_\_\_\_\_

\_\_\_\_\_  
Sender's Printed Name:

\_\_\_\_\_  
Sender's Title/Position: This letter is a formal communication and is legally binding under United States law.

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