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LETTER OF CONFIRMATION OF WORKS

Contract Example 1:

This Agreement is made on **[insert date]** between:

(1) **[AGENCY NAME]** which is a company registered in **[insert]** under company number **[insert company no.]** and whose registered office is at **[insert address]** (the 'Agency').

(2) **[CLIENT ORGANISATION]** which is a company registered in **[insert]** under company number **[insert company no.]** and whose registered office is at **[insert address]**.

We named at part (2) of this letter of confirmation, confirm that the agency named in part (1) of this letter, has satisfactorily provided services such as, or associated with; marketing, creative, campaigns, communications, recruitment advertising, events. This could include strategy, advice and consultancy services for **[insert project name]** during the period of **[insert dates]**.

Duly authorised and SIGNED for and on behalf of
the

[the Agency]

by: _____]

Name

Print Signature

Position

Duly authorised and SIGNED for and on behalf of
the

[Client organisation]

by:

Name

Print Signature

Position

Contact Email.....

Contact Telephone.....

(N.B. Please note by inputting your printed signature above, you are electronically signing this 'Letter of Confirmation' and confirming that the information provided is a true reflection of the works undertaken).