

## **Letter to Confirm a Renovation Agreement**

**[Your Name]**

[Address]

[Letter Date]

**[Recipient's Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's name]

We had already discussed all the necessary points regarding the renovation of the hostel rooms of the academy. I requested you to send me a proper agreement with the mention of the details of the expenses, duration and the project itself. I have received your letter today. Thank you for your effort. The agreement seems perfectly fine and since you have already signed it, I am signing it now and returning a copy to you with this letter of confirmation. I hereby confirm the agreement and allow you to begin the renovation as per the proposed date of agreement. In case you feel something needs to be discussed further, you can call me after 5:00 pm at my personal number or can visit me at my office before 12pm. Thank you!

Sincerely,

**[Your Name]**

[Your Title] -Optional-