Letter to Confirm Commitment to Meet a Deadline

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

The last night meeting might have created some misunderstandings. It is important to remove all the confusions. I would like to tell you again about the decisions which were made last night in meeting. There is a deadline of 26th September which has been gives to sales person otherwise the sales areas of the company will be badly affected. The employees can also give extra time to meet the deadline. All the extra hours invested by the employees would be compensated by the company. We believe that we have a best sales team. We want to meet tomorrow at 7 a.m. so that we can think about some new ideas towards the task.

[Your Name]

[Senders Title] -Optional-