

Project Delivery Agreement

Date: [Insert Date]

From: [Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

To: [Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Agreement on Project Delivery Items

Dear [Recipient's Name],

This letter serves as an agreement regarding the delivery of items for the [Project Name] project.

Project Details:

- Project Name: [Project Name]
- Project Description: [Brief Description]
- Delivery Date: [Expected Delivery Date]
- Delivery Items:
 - [Item 1]
 - [Item 2]
 - [Item 3]

Both parties agree to the terms outlined above and will act in good faith to fulfill the conditions of this agreement.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]

Agreed and Accepted:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]