

Agreement for Software Demo Session

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We are pleased to confirm the arrangement for a software demonstration session for [Software Name] provided by [Your Company Name]. This letter outlines the terms and details associated with the demo session.

Session Details

Date and Time: [Insert Date and Time]

Duration: [Insert Duration]

Location: [Insert Location or Virtual Meeting Link]

Agreement Terms

1. The demonstration will showcase the capabilities and features of [Software Name].
2. [Your Company Name] agrees to provide all necessary materials and support for the demo.
3. Both parties agree to participate in the session in good faith and to respect confidentiality regarding any sensitive information shared during the demo.

Acceptance

Please sign below to indicate your acceptance of the terms outlined in this agreement.

[Recipient Name]

[Title/Position]

Date: _____

We look forward to demonstrating [Software Name] to you and your team.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]