

# Letter of Agreement

Date: \_\_\_\_\_

To,  
[Recipient Name]  
[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm our mutual understanding to enter into a strategic partnership for shipping services. This letter outlines our agreement:

## 1. Purpose

The purpose of this partnership is to enhance our shipping capabilities through collaboration.

## 2. Responsibilities

Both parties agree to share resources and expertise, ensuring efficient and timely deliveries.

## 3. Duration

This agreement shall commence on [Start Date] and shall remain in effect until [End Date], unless renewed or terminated by either party.

## 4. Financial Terms

The financial arrangements will be outlined in a separate document.

## 5. Confidentiality

Both parties agree to maintain confidentiality concerning proprietary information exchanged during this partnership.

Please signify your acceptance of this agreement by signing below:

\_\_\_\_\_  
[Your Name]

[Your Position]  
[Your Company Name]

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[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]

Thank you for your cooperation. We look forward to a fruitful partnership.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]