

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Terms of Engagement for Long-Term Supplier Contract

We are pleased to confirm our agreement regarding the terms of engagement between [Your Company Name] and [Supplier's Name]. This letter outlines the essential terms regarding our long-term supplier partnership.

1. Scope of Services

[Briefly describe the services/products to be provided by the supplier.]

2. Duration of the Contract

The terms of this contract will commence on [Start Date] and will continue until [End Date], unless terminated earlier in accordance with the provisions outlined herein.

3. Pricing and Payment Terms

The agreed pricing for the services/products will be [Specify Pricing Structure], with payments due [Specify Payment Terms].

4. Quality Standards

All products/services supplied under this contract must meet the quality standards as specified in [Reference Document or Standard].

5. Termination Clause

This contract may be terminated by either party with written notice of [Specify Notice Period] under the following conditions: [Specify Conditions for Termination].

6. Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary information exchanged during the course of this engagement.

Please review the terms outlined above. If you agree with the terms, please sign and return a copy of this letter as confirmation of your acceptance.

Thank you for your partnership. We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Accepted by:

[Supplier's Name]

[Supplier's Title]

[Date]