

# Letter of Agreement to Offer Conditions

Date: [Insert Date]

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

Dear [Recipient Name],

We are pleased to present you with this letter that outlines the conditions of our offer regarding [brief description of the offer]. This agreement is made between [Your Company Name] and [Recipient Name].

## Offer Conditions:

1. Condition 1: [Detail of condition]
2. Condition 2: [Detail of condition]
3. Condition 3: [Detail of condition]

Please review these conditions carefully. Should you agree to the above terms, please sign and return a copy of this letter by [insert date].

Thank you for considering our offer. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Contact Information]