

Formal Agreement Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Agreement Regarding [Subject Matter]

This letter serves as a formal agreement between [Your Organization/Your Name] and [Recipient's Organization/Recipient's Name], effective as of [Start Date]. The terms of the agreement are as follows:

1. **Scope of Work:** [Describe the scope of the work or services to be provided.]
2. **Duration:** [Specify the duration of the agreement.]
3. **Compensation:** [Detail the payment terms and structure.]
4. **Responsibilities:** [Outline the responsibilities of each party.]
5. **Termination:** [Explain the terms under which the agreement can be terminated.]

Both parties agree to the aforementioned terms and any amendments must be made in writing and signed by both parties.

Please indicate your acceptance of this agreement by signing and returning a copy of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]

Enclosure: [If applicable, list any attached documents]

[Recipient's Name & Signature]

Date: _____