

Drop-Off Agreement

Date: [Date]

From: [Your Company Name]

Address: [Your Company Address]

To: [Recipient's Company Name]

Address: [Recipient's Company Address]

Subject: Drop-Off Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the drop-off logistics of goods as outlined below:

Details of Drop-Off:

- Drop-Off Location: [Location]
- Delivery Date: [Date]
- Items Being Dropped Off: [Description of Items]
- Expected Time of Arrival: [Time]

Terms and Conditions:

1. All items must be in good condition and labeled appropriately.
2. The receiving party shall inspect items upon delivery.
3. Any discrepancies or damages must be reported within [number of days] days.

Please sign below to confirm your acceptance of this agreement.

[Recipient's Name]
[Recipient's Position]
[Date]

Regards,
[Your Name]
[Your Position]
[Your Contact Information]