

Drop-Off Point Access Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal agreement regarding access to the Drop-Off Point located at [Insert Location]. The purpose of this agreement is to outline the terms and conditions under which access will be granted.

Terms of Agreement

1. The access to the Drop-Off Point will be available from [Insert Start Date] to [Insert End Date].
2. Access hours are [Insert Hours of Operation].
3. The Drop-Off Point is to be used solely for [Specify Use].
4. All visitors must adhere to [Insert Safety Guidelines].
5. Any damages incurred during use will be the responsibility of [Insert Responsible Party].

By signing below, both parties agree to the terms outlined in this agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

Agreement Signatures

[Recipient's Name], [Title]

Date: _____

[Your Name], [Your Title]

Date: _____