

Letter of Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal agreement between [Your Company Name] and [Recipient's Company Name] regarding the negotiated contract terms discussed on [Insert Date of Negotiation]. Below are the key terms we have agreed upon:

- **Contract Scope:** [Briefly describe the services/products involved]
- **Total Amount:** [Insert agreed amount]
- **Payment Terms:** [Specify payment schedule]
- **Delivery Timeline:** [Specify delivery deadlines or timelines]
- **Termination Clause:** [Outline termination conditions]

By signing this letter, both parties confirm their agreement to the terms outlined above.

Thank you for your cooperation. We look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email]

Agreed and Accepted:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Date]