

Contract Length Specification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to confirm the terms of our agreement as follows:

Contract Length: [Specify Length of Contract, e.g., "12 months from the date of signing"]

This contract will commence on [Start Date] and will therefore terminate on [End Date]. We look forward to your acceptance of these terms.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]