

Letter of Understanding Regarding Term Length

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm our understanding regarding the term length of our agreement dated [Insert Agreement Date]. As per our discussions, we agree that the term length will be [Insert Term Length, e.g., one year, six months, etc.], commencing on [Insert Start Date] and concluding on [Insert End Date].

This letter serves to outline the key points of our agreement for clarity and mutual understanding. If you have any questions or require further clarification, please do not hesitate to reach out.

We appreciate your cooperation and look forward to working together during this term.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]