

Contract Arrangement Letter

Date: [Insert Date]

From:

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email]
[Phone Number]

To:

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a simplified contract arrangement between [Your Name/Your Company] and [Recipient Name/Recipient Company] regarding the following terms:

- **Scope of Work:** [Briefly describe the service or project]
- **Timeline:** [Specify start and end dates or project milestones]
- **Compensation:** [Detail the payment terms]
- **Confidentiality:** [Include any confidentiality clauses if applicable]
- **Termination:** [State the conditions under which the agreement can be terminated]

By signing below, both parties agree to the terms outlined above.

[Your Name/Your Title]
[Date]

[Recipient Name/Recipient Title]
[Date]

Thank you for your consideration.

Sincerely,

[Your Name]