

# Contract Format Guidelines

Dear [Recipient's Name],

We are pleased to provide you with the following guidelines for drafting your contract:

## 1. Title

Ensure the title of the contract is clear and reflects the intent of the agreement.

## 2. Parties Involved

Clearly identify all parties involved, including full names and contact information.

## 3. Recitals

Include a brief overview of the purpose of the contract.

## 4. Terms and Conditions

Detail the specific terms and conditions of the agreement, including obligations and responsibilities.

## 5. Payment Terms

Outline payment amounts, schedule, and methods.

## 6. Termination Clause

Specify the conditions under which the contract may be terminated.

## 7. Signatures

Provide spaces for all parties to sign and date the contract.

We hope these guidelines assist you in preparing your contract effectively.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]