

Formal Agreement Letter

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Formal Agreement

Dear [Recipient Name],

This letter serves to confirm the formal agreement between [Your Name/Company] and [Recipient Name/Company] regarding [briefly describe the subject of the agreement].

Terms of Agreement:

- **Term 1:** [Description]
- **Term 2:** [Description]
- **Term 3:** [Description]

Both parties agree to the above terms, and this agreement shall be effective from [start date] to [end date].

Please sign below to indicate acceptance of this agreement.

[Your Name]
[Your Title]

[Recipient Name]
[Recipient Title]

Sincerely,

[Your Handwritten Signature (if sending hard copy)]
[Your Typed Name]