

Letter of Agreement for Onboarding Hospitality Terms

Date: [Insert Date]

[Insert Recipient Name]

[Insert Recipient Title]

[Insert Company Name]

[Insert Company Address]

Dear [Recipient Name],

We are pleased to confirm our agreement to onboard the hospitality terms as discussed. This agreement outlines the essential terms and conditions under which our collaboration will operate.

1. Scope of Services

[Detail the scope of hospitality services to be provided]

2. Responsibilities

[Outline the responsibilities of both parties]

3. Payment Terms

[Specify the payment terms and schedules]

4. Duration of Agreement

[State the duration of the agreement]

5. Termination Clause

[Detail conditions under which the agreement may be terminated]

If you agree to the terms outlined above, please sign and return a copy of this letter to confirm your acceptance.

Thank you for your attention to this matter. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Recipient Name]

[Date]