

Letter of Agreement

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

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

Dear [Recipient Name],

We are pleased to confirm our agreement concerning the business proposal submitted on [Insert Date of Proposal]. After thorough consideration, we agree to the following terms:

- **Scope of Work:** [Describe the work to be done]
- **Timeline:** [State the project timeline]
- **Payment Terms:** [Outline payment details]
- **Confidentiality:** [Specify confidentiality terms]

Please indicate your acceptance of these terms by signing below and returning a copy of this letter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]

Accepted and Agreed by:

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
Signature: _____
Date: _____