

# Letter of Agreement for Property Entry Modifications

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the modifications to the property entry located at [Property Address]. We, [Your Name/Your Company Name], the property owner/manager, and you, as the [tenant/contractor/etc.], agree to the following terms:

1. Scope of Modifications: [Details of requested modifications]
2. Timeline: Modifications will be completed by [insert date].
3. Cost: The total cost for the modifications shall be [insert amount], to be paid by [insert payment terms].
4. Liabilities: [Specify any liabilities or responsibilities for damages, if any].

Both parties agree to adhere to these terms and confirm their acceptance by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

Acceptance:

\_\_\_\_\_

[Recipient's Name]

Date: \_\_\_\_\_