

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: Vendor Agreement

Dear [Vendor's Name],

We are pleased to enter into this Vendor Agreement with you, effective [start date]. This agreement outlines the terms and conditions under which [Your Company Name] will engage [Vendor's Name] for [describe goods/services].

1. ****Scope of Services****

[Clearly define the services/products to be provided by the vendor.]

2. ****Terms of Payment****

[Specify payment terms, such as payment amount, schedule, and method.]

3. ****Duration of Agreement****

[State the length of the contract and renewal options if applicable.]

4. ****Confidentiality****

[Outline confidentiality obligations.]

5. ****Termination Clause****

[Describe the conditions under which either party may terminate the agreement.]

6. ****Liability and Indemnification****

[Detail liabilities and responsibilities regarding indemnification.]

7. ****Governing Law****

[Specify the governing law for the agreement.]

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Acknowledged and Accepted by:

[Vendor's Name]

[Title]

[Date]