

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Terms Agreement

We are pleased to propose the following terms for our agreement regarding [brief description of the agreement or project].

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

- [Detail the services to be provided]

2. ****Compensation****

- [Outline payment terms and any amounts]

3. ****Duration****

- [Specify the duration of the agreement]

4. ****Confidentiality****

- [Include confidentiality obligations]

5. ****Termination****

- [Detail the termination conditions]

6. ****Governing Law****

- [Specify the governing law for the agreement]

Please review the terms outlined above. If you agree, kindly sign and return a copy of this letter. We look forward to your positive response and to working together on this exciting opportunity.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]

[Enclosure: Terms Agreement Signature Page]