

[Your Business Name]  
[Your Business Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Business Name]  
[Recipient's Business Address]  
[City, State, ZIP Code]

Subject: Letter of Agreement

Dear [Recipient's Name],

This Letter of Agreement ("Agreement") is made and entered into on [Date], by and between [Your Business Name], located at [Your Business Address] ("Party A"), and [Recipient's Business Name], located at [Recipient's Business Address] ("Party B").

1. **\*\*Purpose\*\***

The purpose of this Agreement is to outline the terms and conditions for [describe the nature of the agreement, e.g. collaboration on an eCommerce platform, dropshipping arrangement, etc.].

2. **\*\*Responsibilities\*\***

- **\*\*Party A\*\*** agrees to:
  - [List responsibilities, e.g., provide inventory, manage customer service, etc.]
- **\*\*Party B\*\*** agrees to:
  - [List responsibilities, e.g., handle marketing, process payments, etc.]

3. **\*\*Term\*\***

This Agreement shall commence on [start date] and shall continue until [end date], unless terminated earlier in accordance with the provisions herein.

4. **\*\*Compensation\*\***

[Outline the payment terms, including amounts, deadlines, and methods of payment].

5. **\*\*Termination\*\***

Either party may terminate this Agreement by providing [number of days] days written notice to the other party.

6. **\*\*Confidentiality\*\***

Both parties agree to keep all information related to this Agreement confidential and shall not disclose such information without prior written consent.

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

This Agreement shall be governed by and construed in accordance with the laws of [State/Country].

8. **\*\*Entire Agreement\*\***

This document constitutes the entire agreement between the parties and supersedes any prior understanding or agreements, oral or written. Please sign below to indicate your acceptance of the terms outlined in this Agreement.

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[Your Name]  
[Your Title]  
[Your Business Name]

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[Recipient's Name]

[Recipient's Title]

[Recipient's Business Name]

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