

[Your Name]
[Your Title/Position]
[Your Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[Recipient City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Agreement for Event Participation

This Letter of Agreement confirms [Your Organization]'s participation in the [Event Name] scheduled for [Event Date] at [Event Location].

****Event Details:****

- ****Name of the Event:**** [Event Name]
- ****Date:**** [Event Date]
- ****Location:**** [Event Location]
- ****Expected Attendance:**** [Number of Attendees]

****Roles and Responsibilities:****

1. ****[Your Organization]**** will [outline specific duties/activities you will undertake].
2. ****[Recipient Organization]**** will provide [outline any support or resources provided by the recipient].

****Compensation/Payment Terms:****

[Detail any financial agreements, if applicable].

****Cancellation Policy:****

In the event that either party needs to cancel participation, a written notice of [number of days] days should be provided.

This letter serves as a mutual agreement between both parties. By signing below, both parties agree to the terms outlined above.

Sincerely,

[Your Signature]
[Your Name]
[Your Title/Position]
[Your Organization]

****Accepted by:****

[Recipient Signature]
[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Date]