

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Contractor Agreement for the LCPC Project

We are pleased to confirm our engagement as the contractor for the LCPC project. This letter outlines the key terms and conditions of our agreement as discussed.

1. ****Scope of Work:****

[Briefly describe the scope of the project and specific deliverables.]

2. ****Project Timeline:****

The project is expected to commence on [start date] and be completed by [end date].

3. ****Compensation:****

The total compensation for the services rendered will be [amount], payable in [specify payment terms, e.g., installments, upon completion, etc.].

4. ****Responsibilities:****

- [List contractor responsibilities]
- [Include any client responsibilities if applicable]

5. ****Confidentiality:****

Both parties agree to maintain confidentiality regarding proprietary information.

6. ****Termination:****

This agreement may be terminated by either party with [number of days] notice, under the conditions outlined in the contract.

Please review the terms above. If you agree, please sign and return a copy of this letter by [response deadline].

Thank you for the opportunity to work together.

Sincerely,

[Your Signature]

[Your Typed Name]

[Your Position]

Accepted by:

[Recipient Signature]

[Recipient Typed Name]

[Recipient Position]

[Date]