

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Original Equipment Manufacturer (OEM) Agreement

We are pleased to present the terms and conditions for our Original Equipment Manufacturer (OEM) agreement regarding the [specific product/service] that we intend to supply for [specific project or purpose].

1. **\*\*Scope of Agreement\*\***

[Detail the scope of the OEM partnership, including the specific products/services involved.]

2. **\*\*Term of Agreement\*\***

[Specify the duration of the agreement and any renewal terms.]

3. **\*\*Pricing and Payment Terms\*\***

[Outline pricing details and payment schedule.]

4. **\*\*Delivery Schedule\*\***

[Provide information on delivery timelines and logistics.]

5. **\*\*Quality Assurance\*\***

[State quality control measures and standards expected.]

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

[Include confidentiality obligations for both parties.]

7. **\*\*Termination Clauses\*\***

[Define the circumstances under which the agreement can be terminated.]

8. **\*\*Signatures\*\***

Please indicate your acceptance of this agreement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

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[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

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