

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Mutual Purchase Agreement

This letter serves as a formal proposal for a Mutual Purchase Agreement between [Your Name/Your Company Name] and [Recipient Name/Recipient Company Name].

1. ****Parties Involved****:

- Buyer: [Your Name/Your Company Name]
- Seller: [Recipient Name/Recipient Company Name]

2. ****Subject of Agreement****:

- Description of the product/service to be purchased: [Specify product/service]
- Quantity: [Specify quantity]

3. ****Purchase Price****:

- Total amount: [Specify amount in USD or other currency]

4. ****Payment Terms****:

- Payment method: [Specify method]
- Payment schedule: [Specify terms]

5. ****Delivery Terms****:

- Delivery location: [Specify address/location]
- Delivery date: [Specify date]

6. ****Confidentiality Clause****:

- Both parties agree to keep all terms and conditions of this agreement confidential.

7. ****Governing Law****:

- This agreement shall be governed by the laws of [State/Country].

Please review the terms outlined above and confirm your agreement. Should you require any amendments, feel free to reach out.

Looking forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name, if applicable]