

[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: Goods Supply Agreement

We are pleased to present this Goods Supply Agreement ("Agreement") between [Your Company Name] ("Supplier") and [Recipient's Company Name] ("Buyer"). This Agreement outlines the terms and conditions under which the Supplier agrees to supply goods to the Buyer.

1. ****Goods Description**:**

The Supplier agrees to supply the following goods:

- [List of goods, including specifications and quantities]

2. ****Price and Payment Terms**:**

The total price for the goods shall be [Price]. Payment terms are as follows:

- [Specify payment terms, such as deposit amount, payment schedule, due dates, etc.]

3. ****Delivery Terms**:**

The goods will be delivered to [Delivery Address] on or before [Delivery Date]. The risk of loss shall pass to the Buyer upon delivery.

4. ****Warranties**:**

The Supplier warrants that the goods supplied are free from defects and conform to the specifications outlined herein.

5. ****Termination**:**

Either party may terminate this Agreement upon [Termination Notice Period] written notice to the other party.

6. ****Governing Law**:**

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

If you agree to the terms outlined in this Agreement, please sign and return a copy to us by [Response Date].

Thank you for your cooperation. We look forward to a fruitful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Signature Line for Recipient]

[Recipient's Name]

[Date]