

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Supply of Goods Contract

We are pleased to present this contract for the supply of goods between [Your Company Name] and [Recipient Company Name]. This agreement outlines the terms and conditions under which we will supply the goods as specified below:

1. ****Goods to be Supplied****
 - [Description of Goods]
 - [Quantity]
 - [Specifications]
2. ****Delivery Terms****
 - [Delivery Location]
 - [Delivery Date]
 - [Shipping Method]
3. ****Payment Terms****
 - [Total Price]
 - [Payment Method]
 - [Payment Schedule]
4. ****Warranties and Representations****
 - [Details of Warranties]
5. ****Governing Law****
 - [Applicable Law]

Please confirm your acceptance of the terms outlined in this contract by signing below and returning a signed copy to us by [Return Date].

We look forward to a successful partnership.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

****Accepted by:****

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Date]