

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Supply of Goods Terms Agreement

We are pleased to outline the terms for the supply of goods as per our recent discussions. Below are the details regarding the supply agreement for your review:

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

Description of the goods to be supplied, including specifications and quantities.

2. **\*\*Delivery Schedule\*\***:

Proposed timeline for delivery of goods, including any milestones or deadlines.

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

Detailed pricing for the goods, including any applicable taxes, and the payment schedule (e.g., deposit, final payment).

4. **\*\*Shipping and Handling\*\***:

Terms regarding shipping methods, responsibilities for costs, and handling procedures.

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

Standards and procedures to ensure the quality of goods supplied, including any warranties or guarantees.

6. **\*\*Terms and Conditions\*\***:

Any relevant terms and conditions governing the supply of goods, including cancellation policies and liability clauses.

7. **\*\*Contact Information\*\***:

Point of contact for any inquiries or issues related to this agreement.

We look forward to your confirmation of these terms so we can proceed with the supply agreement. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]