

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Business Agreement

We are pleased to propose a business agreement between [Your Company Name] and [Recipient's Company Name]. The purpose of this agreement is to [briefly outline the purpose of the agreement].

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

[Detail the specifics of the agreement, including services/products, timelines, and terms.]

2. ****Responsibilities****

a. [Your Company Name]: [Detail responsibilities]

b. [Recipient's Company Name]: [Detail responsibilities]

3. ****Payment Terms****

[Outline payment terms, including amounts, due dates, and any late fees.]

4. ****Confidentiality****

[Include any confidentiality clauses that may be necessary.]

5. ****Termination****

[State the conditions under which the agreement may be terminated.]

Please review the above terms and let us know if you have any questions or require any modifications. We believe that this partnership will be mutually beneficial and we look forward to your positive response.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]