

****Agreement Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****Subject: Agreement Letter****

This letter serves as a formal agreement between [Your Name/Your Company] and [Recipient's Name/Recipient's Company] regarding [brief description of the purpose of the agreement].

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

This agreement is made between:

- [Your Name/Your Company], herein referred to as "Party A"
- [Recipient's Name/Recipient's Company], herein referred to as "Party B"

****2. Purpose****

The purpose of this agreement is to [clearly state the intent or purpose of the agreement].

****3. Terms and Conditions****

- ****Duration****: The duration of this agreement shall be from [start date] to [end date].

- ****Responsibilities****:

- Party A shall [outline responsibilities].
 - Party B shall [outline responsibilities].

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

[Detail the payment terms, including amounts, due dates, and methods of payment if applicable].

****5. Confidentiality****

Both parties agree to keep all sensitive information confidential and not disclose it to any third party without prior consent.

****6. Termination****

This agreement may be terminated by either party under the following conditions: [list conditions for termination].

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

This agreement shall be governed by and construed in accordance with the laws of [state/country].

****8. Acceptance****

By signing this agreement, both parties agree to the terms and conditions outlined above.

Sincerely,

[Your Name]

****Signature of Party A****

Date: _____

****Signature of Party B****

Date: _____

[Optional Notary Acknowledgment]