

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Contract Agreement

Dear [Recipient's Name],

I am writing to formally propose a contract between [Your Company/Your Name] and [Recipient's Company] regarding [brief description of the purpose of the contract].

Terms of Agreement:

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

- [Your Company/Your Name]
- [Recipient's Company]

2. ****Scope of Work****:

- [Detail the work or services to be provided]

3. ****Duration****:

- [Start Date] to [End Date]

4. ****Compensation****:

- [Specify the payment terms, amount, and frequency]

5. ****Confidentiality****:

- [Outline any confidentiality agreements, if applicable]

6. ****Termination Clause****:

- [Conditions under which either party may terminate the agreement]

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

- [Specify the jurisdiction under which the contract is governed]

Please review the above terms and let me know if you have any questions or need any clarifications. I look forward to your agreement on this proposal so that we can proceed with finalizing our contract.

Thank you for considering this agreement.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]