

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Agreement Letter for Excel File

Dear [Recipient's Name],

This letter serves as an agreement between [Your Company Name] and [Recipient's Company Name] regarding the provision and use of the Excel file titled "[File Name]."

1. **Purpose**: The Excel file is intended for [brief description of the purpose of the file].

2. **Terms of Use**:

a. The file is to be used solely for [specific use case].

b. Unauthorized distribution or modification of the file is prohibited.

3. **Confidentiality**: Both parties agree to maintain confidentiality regarding the file and its contents.

4. **Liability**: [Your Company Name] shall not be liable for any damages arising from the use of the file.

5. **Duration**: This agreement is effective from [start date] to [end date].

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined herein.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Signature Line]

[Recipient's Signature]

[Date]