

[Your Company Letterhead]

[Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Contract Agreement for [Project Name/Description]

We are pleased to enter into a contract agreement with you for the completion of [Project Name or Description]. Below are the terms and conditions of our agreement:

1. ****Scope of Work****:

- [Detailed description of the work to be performed]

2. ****Payment Terms****:

- Total Contract Amount: \$[amount]
- Payment Schedule: [e.g., 50% upfront, 50% upon completion]

3. ****Timeline****:

- Start Date: [date]
- Completion Date: [date]

4. ****Materials and Supplies****:

- [Who will provide materials or how they will be paid for]

5. ****Insurance and Licenses****:

- [Any insurance requirements, licenses needed]

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

- [Conditions under which the contract may be terminated]

7. ****Signature****:

- Please sign and return a copy of this letter to indicate your agreement to the terms outlined above.

We look forward to working together on this project. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Signature Line for Contractor]

[Contractor's Name]

Date: _____

[Signature Line for Company Representative]

[Your Name]

Date: _____