

[Your Company Logo]
[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: Contract Agreement for [Project/Service Name]****

****Overview:****

This letter serves as a formal agreement between [Your Company Name] and [Recipient's Company Name] regarding the [specific project or service].

****Terms of Agreement:****

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

- [Detail the scope of work or services provided]

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

- [Specify payment terms including total amount, due dates, etc.]

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

- [Outline the project duration or timeframe for services]

4. ****Confidentiality Clause:****

- [Include any confidentiality agreements if necessary]

5. ****Termination:****

- [Outline the process for termination of the contract]

****Conclusion:****

We look forward to the opportunity to work together on this project. Please sign and return a copy of this agreement by [return date] to confirm your acceptance of the terms outlined above.

Thank you for your consideration.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]

****Acceptance:****

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

Date: _____