

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Construction Contract Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement between [Your Company Name] ("Contractor") and [Recipient's Company Name] ("Client") for the construction project located at [Project Address / Description].

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

The Contractor agrees to provide the following services:

- [List services, tasks, and responsibilities]

2. ****Project Timeline****

The project is expected to commence on [Start Date] and conclude by [End Date].

3. ****Payment Terms****

The total cost for the scope of work is [Total Amount]. Payment will be made as follows:

- [Payment schedule: deposits, progress payments, final payment]

4. ****Change Orders****

Any changes to the scope of work must be documented and approved through a written change order.

5. ****Liability and Insurance****

The Contractor will maintain adequate liability insurance and will provide proof of insurance to the Client upon request.

6. ****Governing Law****

This agreement shall be governed by the laws of the State of [State]. Please sign below to indicate your acceptance of the terms outlined in this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Date]

[Signature Line]

[Enclosures: Attach any relevant documents, plans, or specifications.]