

Agreement Letter Between Two Parties Or People

[Your Name]

[Your Address]

[Your City, State ZIP Code]

[Your Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[Recipient City, State ZIP Code]

[Recipient Email Address]

Dear [Recipient Name],

I am writing this letter to formalize our agreement regarding [describe the nature of the agreement].

As we have discussed previously, both parties have agreed to the terms and conditions outlined below:

[Insert the terms and conditions of the agreement. Be specific and detailed as possible. Make sure to include any deadlines, payment terms, and other important details.]

We both acknowledge and agree to the terms and conditions outlined in this agreement. We also agree to fulfill our respective obligations as outlined in this agreement.

In case of any dispute or disagreement, we will first attempt to resolve it through mutual discussion and negotiation. If we are unable to resolve the issue, we will seek mediation or arbitration to settle the matter.

Please sign this letter to indicate your agreement with the terms and conditions. A signed copy of this letter will be considered binding and enforceable.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

Agreed and accepted by:

[Recipient Name]

[Recipient Signature]

[Date]