

Preliminary agreement subject to final confirmation or approval

Dear [Party A] and [Party B],

This letter represents a provisional agreement regarding [subject]. The details outlined below are agreed upon in principle but are subject to final approval by both parties:

- [Provisional Term 1]

- [Provisional Term 2]

Please review and confirm acceptance by [Date]. Once confirmed, a final signed agreement will replace this provisional letter.

Best regards,

[Your Name]

[Title]

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