

Business Agreement Letter Between Two Companies

Dear [Company Name],

I am writing to formalize our business agreement as discussed in our recent meeting. We, [Your Company Name], are pleased to enter into a business agreement with [Other Company Name], with the aim of achieving mutually beneficial outcomes for both our companies.

As agreed, [Other Company Name] will provide [service/product], while [Your Company Name] will provide [service/product]. Both parties have agreed to adhere to the following terms and conditions:

Scope of Services: [Other Company Name] will provide [service/product], while [Your Company Name] will provide [service/product] as detailed in the attached document.

Payment Terms: [Other Company Name] will invoice [Your Company Name] at the agreed-upon rates for services/products provided. Payment will be made within [Number of days] days of receipt of invoice.

Confidentiality: Both parties agree to maintain the confidentiality of any information exchanged during the course of this agreement.

Termination: Either party may terminate this agreement upon [Number of days] days written notice to the other party.

Intellectual Property: Any intellectual property created as part of this agreement will be jointly owned by both parties, with each party having an equal share.

Representations and Warranties: Both parties represent and warrant that they have the authority to enter into this agreement, and that the services/products provided will be of the highest quality.

Governing Law: This agreement will be governed by and construed in accordance with the laws of [State/Country].

Entire Agreement: This agreement represents the entire understanding between both parties and supersedes any prior agreements or understandings, whether written or oral.

We are looking forward to a successful partnership with [Other Company Name]. Please sign below to indicate your agreement to the terms and conditions outlined in this agreement.

Sincerely,

[Your Name]

[Your Company Name]

Agreed to and Accepted by:

[Other Company Name]

Signature: _____

Print Name: _____

Title: _____

Date: _____