

Contract Agreement Letter

Dear [Recipient],

This letter is to confirm our agreement regarding the [purpose of the contract]. We have mutually agreed to enter into a formal contract, which outlines the terms and conditions of our business relationship.

The following terms and conditions will govern our contract:

Services: [Description of the services to be provided]

Payment: [Description of the payment terms, including the amount and frequency of payments]

Term: [Length of the contract and any renewal options]

Termination: [Conditions for early termination of the contract by either party]

Confidentiality: [Details on how confidential information will be handled and protected]

Intellectual Property: [Ownership and use of any intellectual property created during the course of the contract]

Liability: [Limitation of liability and indemnification provisions]

Governing Law: [Choice of law and jurisdiction for any disputes]

Please review the attached contract carefully and let us know if you have any questions or concerns. Once you have reviewed and approved the contract, please sign and return a copy to us. We look forward to working with you and are excited about the opportunities that this contract will bring.

Sincerely,

[Your Name]