

Contract Agreement Letter

[Recipient Name]

[Recipient Address]

[Date]

Subject: Contract Agreement Letter

Dear [Recipient Name],

This letter serves as a [formal, initial] agreement between [company or person name] and [other company name]. The details of this agreement are outlined below.

Start and Expiry Date: the agreement is effective from [date] to [date] and is automatically renewable.

Termination: the agreement may be cancelled by either party through a formal notice at least [one month] prior to the expiry date.

Scope of Service: [list here the things that have been agreed upon]

Payments: [list here the dates and the amounts to be made if applicable]

Terms and Conditions:

- 1) Condition 1
- 2) Condition 2
- 3) Condition 3
- 4) Etcâ€¦

Please indicate your acceptance to this agreement and its inclusive terms by signing and stamping it. Looking forward to our fruitful and prosperous cooperation.

Sincerely,

[Your Name]

[Your Company]

[Your Address]