

Formal Agreement Between Parties

Subject: Letter of Understanding and Agreement

Dear [Recipient Name],

This letter serves as a formal agreement between [Your Company/Name] and [Recipient Company/Name] regarding [specific purpose or project]. Both parties hereby confirm that the terms discussed and mutually accepted are to be adhered to in good faith.

The scope of the agreement includes [list major points or responsibilities], and the effective date of this agreement is [date]. Both parties agree to fulfill their respective obligations as detailed herein.

We request your acknowledgment and signature to confirm mutual understanding and agreement.

Sincerely,

[Your Name/Title]

[Company Name]

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