

Preliminary Agreement Letter

Subject: Preliminary Agreement on [Project/Collaboration]

Dear [Recipient Name],

This letter serves as a provisional agreement between [Your Company Name] and [Recipient/Company Name] for [Project/Collaboration]. The purpose is to outline initial terms prior to a formal contract:

- Responsibilities: [Details]
- Timeline: [Start and End Date]
- Financial arrangements: [Details]
- Review and finalization: [Date]

Kindly review and confirm your acknowledgment.

Best regards,

[Your Name]

[Title]

[Company Name]

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