

Sales Agreement Template

[Buyer's Name]

[Buyer's Address]

Dear [Buyer's Name],

Re: Sales Agreement

This Sales Agreement ("Agreement") outlines the terms and conditions of the sale of [Product/Service] between [Your Company] and [Buyer's Company]. The Agreement is effective from [Start Date].

Key Provisions:

1. Description of Product/Service
2. Quantity and Price
3. Payment Terms
4. Delivery and Shipping
5. Warranty and Returns
6. Governing Law and Jurisdiction

For a comprehensive understanding of our sales arrangement, please review the attached Sales Agreement. If you have any questions or require further information, please don't hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for choosing [Your Company]. We look forward to a successful transaction.

Sincerely,

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