
Business Letter of Agreement

[Your Company Name]

[Address]

[City, State, Zip Code]

Date: [MM/DD/YYYY]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear **[Recipient's Name]**,

Subject: Business Agreement between [Your Company] and [Recipient's Company]

This letter of agreement serves as a formal contract between **[Your Company]** ("Party A") and **[Recipient's Company]** ("Party B") and establishes the terms of our business relationship.

- 1. Scope of Services:** [Briefly describe the services or products to be provided.]
- 2. Payment Terms:** [Specify payment structure, deadlines, and any late fees.]
- 3. Duration:** The agreement shall commence on [Start Date] and continue until [End Date or Termination Conditions].
- 4. Responsibilities of Each Party:** [Specify responsibilities and deliverables of each party.]
- 5. Termination:** Either party may terminate this agreement with [X days'] notice under [specified conditions].

Both parties, by signing below, agree to these terms.

Signature: _____

[Your Name]

[Your Title]

Signature: _____

[Recipient's Name]

[Recipient's Title]