### horizontal line**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]