

# Contract Letter for Company

**[Your Company Name]**

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

**Date: [Insert Date]**

**[Recipient's Company Name]**

[Recipient's Company Address]

[City, State, ZIP Code]

**Subject: Contract Agreement for [Service/Product]**

Dear [Recipient's Name],

We are pleased to enter into this contract between [Your Company Name] and [Recipient's Company Name] regarding the provision of [specific service/product]. Below are the agreed-upon terms and conditions:

## **1. Scope of Work**

[Your Company Name] agrees to provide [service/product description] to [Recipient's Company Name] as outlined in the attached proposal.

## **2. Contract Duration**

This contract is effective from [start date] and will remain in effect until [end date] or until the completion of the project.

### **3. Payment Terms**

[Recipient's Company Name] agrees to pay [amount] per [hour/project] as per the payment schedule outlined below.

### **4. Confidentiality**

Both parties agree to maintain confidentiality of proprietary information shared during the course of the project.

### **5. Termination Clause**

Either party may terminate this contract with [insert notice period] written notice.

### **6. Liability and Indemnity**

[Your Company Name] will not be liable for any indirect, incidental, or consequential damages arising from the project.

Please sign below to confirm your agreement to the terms.

#### **[Your Company Name]**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

#### **[Recipient's Company Name]**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_