

[Your Company Name]

[Your Company Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Position/Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State ZIP Code]

Subject: Contract Agreement between [Your Company Name] and [Recipient Company Name]

Dear [Recipient Name],

This letter serves as a formal contract agreement between **[Your Company Name]** ("Party A") and **[Recipient Company Name]** ("Party B") to outline the mutual understanding and binding commitments regarding [brief description of contract purpose, e.g., "the supply of IT consulting services"].

1. Parties Involved:

- **Party A:** [Your Company Name], represented by [Your Name, Title]
- **Party B:** [Recipient Company Name], represented by [Recipient Name, Title]

2. Purpose of the Agreement:

This agreement is established to [state the purpose of the contract, e.g., "define the scope and terms for providing IT consulting services by Party A to Party B"].

3. Terms and Conditions:

- **Scope of Work:** [Briefly detail services/products to be delivered]
- **Duration:** [Specify contract start and end dates]
- **Payment Terms:** [Outline payment structure, invoicing, and schedule]
- **Confidentiality:** [Include confidentiality clause if needed]
- **Termination:** [Specify terms under which the agreement may be terminated]

4. Obligations of Each Party:

- **Party A:** [Summarize main responsibilities]
- **Party B:** [Summarize main responsibilities]

Both parties agree to act in good faith and fulfill their respective obligations as outlined above. Any amendments to this agreement must be made in writing and signed by both parties.

Please review the terms of this agreement thoroughly. If acceptable, indicate your agreement by signing below.

For [Your Company Name]:

[Your Name & Title]

Date: _____

For [Recipient Company Name]:

[Recipient Name & Title]

Date: _____

This agreement is effective as of the date last signed below.