

Preliminary Agreement

Dear [Recipient Name],

This letter serves as a preliminary agreement regarding [Issue]. Both parties, [Party A] and [Party B], have discussed possible solutions and agreed on the following tentative terms:

1. [Term 1]
2. [Term 2]
3. [Term 3]

This agreement is subject to final review and signatures. Please review and provide your feedback or approval at your earliest convenience.

Sincerely,

[Your Name]

[Designation]

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