Formal Agreement Between Parties

Subject: Letter of Understanding and Agreement

Dear [Recipient Name],

This letter serves as a formal agreement between [Your Company/Name] and [Recipient Company/Name] regarding [specific purpose or project]. Both parties hereby confirm that the terms discussed and mutually accepted are to be adhered to in good faith.

The scope of the agreement includes [list major points or responsibilities], and the effective date of this agreement is [date]. Both parties agree to fulfill their respective obligations as detailed herein. We request your acknowledgment and signature to confirm mutual understanding and agreement. Sincerely,

[Your Name/Title]

[Company Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/letter-of-understanding-and-agreement