**LETTER OF AGREEMENT**

**This Letter of Agreement (“Agreement”)** is made and entered into on this \_\_\_ day of \_\_\_\_\_\_\_\_**, 20**, by and between:

**[Party A Name]**  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and

**[Party B Name]**  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Collectively referred to as the “Parties.”

**1. Purpose**

The purpose of this Agreement is to outline the terms and conditions agreed upon by the Parties regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Project/Service”).

**2. Scope of Work / Responsibilities**

* **[Party A]** agrees to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **[Party B]** agrees to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**3. Compensation**

In consideration for the services provided:

* [Specify payment amount, method, and schedule].
* Any additional expenses must be approved in writing by both Parties.

**4. Term and Termination**

This Agreement shall commence on \_\_\_\_\_\_\_\_\_\_ and continue until \_\_\_\_\_\_\_\_\_\_ unless terminated earlier by mutual written consent. Either Party may terminate this Agreement with \_\_\_ days’ written notice.

**5. Confidentiality**

Both Parties agree to keep confidential any proprietary or sensitive information obtained during the course of this Agreement.

**6. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State/Country of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**7. Entire Agreement**

This Agreement constitutes the entire understanding between the Parties and supersedes any prior agreements, whether written or oral, relating to the subject matter herein.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the date first written above.

**[Party A Name]**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Party B Name]**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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