

BUSINESS LETTER

Sender's Information:

Company Name: _____
Address: _____
City, State, ZIP Code: _____
Phone: _____
Email: _____

Recipient's Information:

Name: _____
Title: _____
Company: _____
Address: _____
City, State, ZIP Code: _____

Dear [Recipient's Name or Title],

Introduction:

We write to you on behalf of [Sender's Company] to formally address the matters discussed in our previous communications. This letter serves to outline the terms and conditions pertaining to our ongoing business relationship and any agreements thereto.

Terms and Conditions:

The parties agree to conduct business in accordance with the applicable laws of the United States, adhering to the highest standards of professionalism and ethics. All transactions shall be subject to the terms explicitly stated within this letter and any referenced agreements.

Confidentiality:

Both parties acknowledge that any confidential or proprietary information exchanged during the course of this engagement shall be treated as strictly confidential and shall not be disclosed to any third party without prior written consent, except as required by law.

Payment Terms:

Payments shall be made in U.S. dollars via wire transfer, check, or any mutually agreed method. All invoices are payable within thirty (30) days of receipt unless otherwise stated in a separate written agreement.

Limitation of Liability:

Neither party shall be liable to the other for any indirect, incidental, consequential, special, or punitive damages arising out of or related to this letter or any related agreements, except in cases of gross negligence or willful misconduct.

Termination:

Either party may terminate this business relationship with thirty (30) days prior written notice to the other party.

Termination shall not relieve either party from obligations accrued prior to the effective date of termination.

Governing Law and Venue:

This letter and any disputes arising hereunder shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of law provisions. The parties consent to the exclusive jurisdiction and venue of the state and federal courts located in _____ County, _____.

Entire Agreement:

This letter constitutes the entire understanding between the parties with respect to the subject matter herein and supersedes all prior discussions, negotiations, and agreements, whether oral or written. Any amendments must be in writing and signed by authorized representatives of both parties.

Acceptance:

Please indicate your acceptance of the terms set forth herein by signing and returning a copy of this letter at your earliest convenience. Your signature below shall constitute a binding agreement.

Sincerely,

[Sender's Name]

[Recipient's Name]

[Sender's Title]

[Recipient's Title]

Signature: _____

Signature: _____

Date: _____

Date: _____

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