

PERSONAL LETTER

Sender's Name: _____
Sender's Address: _____
Sender's Phone/Email: _____

Recipient's Name: _____
Recipient's Address: _____
Recipient's Phone/Email: _____

Subject:

Introduction:

Dear [Recipient's Name],

Purpose:

I am writing this letter to communicate important personal matters with clarity, respect, and sincere intent. The contents herein are intended to establish mutual understanding and agreement on the subjects discussed.

Body Paragraph 1:

This letter serves as a formal notice regarding the matters we have discussed previously. Please consider this communication a binding agreement to the terms outlined herein, which are enforceable under the laws of the United States.

Body Paragraph 2:

All parties are expected to honor the agreements stated in this letter in good faith and with full compliance to applicable federal, state, and local laws. Failure to do so may result in legal remedies including, but not limited to, specific performance, damages, or injunctive relief.

Body Paragraph 3:

Any modifications to this letter must be made in writing and signed by all parties involved. Oral modifications or agreements shall have no binding effect.

Closing:

Please feel free to contact me should you require further clarification or discussion. I look forward to your acknowledgment and confirmation of the terms set forth herein.

Complimentary Close:

Sincerely,

Sender's Signature

Recipient's Signature

Signature: _____

Signature: _____

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