[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Business Agreement**

Dear Mr. / Mrs. [Name of the Recipient],

It is to hereby make official the agreement between our company, [mention Name of the Company], and your company [mention Name of the Company]. As per the agreement entered into by both the parties on [mention Date], you are to supply us [mention Quantity and Description of Products/Services] before the end of the next month. For this, a sum of [mention Amount] is agreed to be paid by us.

In case any party fails to fulfill its obligations, the aggrieved party will exercise all its legal rights as mentioned in the agreement. If you don’t have any objections and you agree to all the terms and conditions of the agreement, make sure to sign and return this letter within the next [mention Number of Days] working days.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]