[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Agreement for Construction Project**

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

This letter is written so as to make formal the agreement of construction of our new office at [mention Name of City or Location]. As per the draft of the agreement, your company, [mention Company Name], will be constructing the new office for our company, [mention Company Name], for a total sum of [mention Amount].

As per your presentation, the said project will take approximately two years to complete. The terms and conditions of the agreement dictate that we will pay you 10% in advance. After that, a sum of [mention Amount] will be paid quarterly till the completion of the project.

If any party does not fulfill its obligations as per the terms and conditions of the agreement, the aggrieved party will have the right to take legal action and claim damages. If you agree to the terms and conditions of the agreement, make sure to sign the letter and return it to us.

However, if still have further questions regarding the agreement, feel free to reach us anytime during business hours.

Thanking you in anticipation.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]