[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Agreement for Delivering 20 Laptops**

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

On [mention Date], we, both the parties, drafted an agreement where we will be delivering you 20 laptops within the next 10 working days. This letter is to make the agreement between us formal and official.

As per our agreement, we will be delivering the aforementioned products of the following specifications:

[Mention the Product Specifications]

against an amount of [mention Amount], which you will pay to us after 7 working days of the delivery. If you agree to the terms and conditions of the agreement, make sure to sign and return this letter. For any details or queries, feel free to contact us any time during business hours.

Thanking you in anticipation.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]