

Click to verify



The key to successful business relationships often lies in clear, well-written agreements. Whether you're finalizing a partnership, setting up a service contract, or establishing terms for a project, a thoughtfully crafted letter of agreement sets expectations and prevents misunderstandings down the road. Each agreement serves as your shield against confusion and conflict, laying out terms that both parties can refer to throughout their professional relationship. Ready to see how these powerful documents can protect your interests while fostering productive collaborations? Sample Letters of Agreement Between Two Parties These agreement letters cover various scenarios you might encounter in business and personal dealings. Each provides a framework you can adapt to your specific situation. 1. Basic Business Agreement Letter [Date] [Recipient's details] Subject: Business Agreement Between [Company A] and [Company B] Dear [Recipient's name], This letter confirms the agreement between [Company A] and [Company B] regarding [brief description of business relationship]. We at [Company A] agree to provide [specific products/services] as detailed below: 1. [Product/Service description] 2. [Quantity/Scope] 3. [Delivery timeline] 4. [Quality specifications] In exchange, [Company B] agrees to: 1. Pay \$[amount] according to the following schedule: [payment details] 2. Provide [any resources, access, or information needed] 3. [Other obligations] This agreement will commence on [start date] and continue until [end date], unless terminated earlier by either party with [notice period] written notice. Both parties agree that all information shared during this business relationship will remain confidential and will not be disclosed to third parties without prior written consent. If you find these terms acceptable, please sign below to indicate your agreement. Once signed by both parties, this letter constitutes a binding agreement. Sincerely, [Sender's name and designation] [Company A] Accepted and agreed: [Name] [Title] [Company B] Date: [Date]

2. Freelance Services Agreement Letter [Date] [Insert recipient's contact information] Subject: Agreement for Freelance Services Dear [Client name], Thank you for the opportunity to work with you. This letter outlines our agreement for freelance services that we discussed. I will provide the following services: • [Detailed description of service 1] • [Detailed description of service 2] • [Additional services as needed] The project timeline is as follows: • Start date: [Date] • First draft/milestone: [Date] • Revision period: [Date range] • Final delivery: [Date] My fee for these services is \$[amount], payable as follows: • \$[amount] (50%) upon signing this agreement • \$[amount] (50%) upon completion of the project Additional terms: • Any work beyond the scope described above will require a separate agreement and additional fees • [Client] will provide all necessary information and materials by [date] • I reserve the right to use the completed work in my portfolio (unless confidentiality is required) • Either party may terminate this agreement with [number] days' written notice Please sign below to indicate your acceptance of these terms. Best regards, [Your name] Freelance [Your profession] Client Acceptance: Signature: _____ Name: _____ Date: _____ 3. Property Rental Agreement Letter [Date] [Add recipient's address] Subject: Rental Agreement for [Property Address] Dear [Tenant name], This letter confirms our agreement regarding the rental of property located at [full property address]. Rental Terms: • Monthly rent: \$[amount] due on the [day] of each month • Security deposit: \$[amount] to be returned within [timeframe] after move-out, less any damages • Lease term: [Start date] to [End date] • Utilities included: [List included utilities] • Utilities to be paid by tenant: [List tenant responsibilities] Property Rules: • Maximum occupancy: [number] persons • Pet policy: [Details of pet policy] • Smoking policy: [Smoking details] • Maintenance responsibilities: [Outline who handles what] • Notice required for entry: [Time period] advance notice except in emergencies This agreement may be renewed with [timeframe] written notice before the end date, subject to any rent adjustments. Early termination requires [notice period] and may involve a fee of \$[amount]. Please sign and return one copy of this letter to formalize our agreement. Regards, [Write landlord's name and title] Accepted and Agreed: _____ Tenant Signature _____ Date 4. Project Collaboration Agreement [Date] [Recipient's address here] Subject: Collaboration Agreement for [Project Name] Dear [Collaborator's name], This letter outlines our agreement to collaborate on [project name/description]. Project Scope: Both parties agree to work jointly on [detailed project description], with the goal of [specific objectives]. The project duration is expected to be [timeframe], beginning [start date] and concluding approximately [end date]. Responsibilities: [Your name/company] will: • [List specific responsibilities] • Contribute [specific resources, skills, or assets] • Meet deadlines as outlined in the attached schedule [Partner name/company] will: • [List specific responsibilities] • Contribute [specific resources, skills, or assets] • Provide feedback within [timeframe] Ownership and Credit: • Intellectual property created during this collaboration will be [jointly owned/specific ownership details] • Both parties must approve any public announcements regarding this collaboration • Credit will appear as follows: [credit line details] Financial Arrangements: • Costs will be [shared equally/split according to specific arrangement] • Profits will be distributed as follows: [profit-sharing details] • Invoicing and payment schedule: [details] Please review these terms, sign below, and return a copy to confirm your agreement. Looking forward to a successful collaboration, [Your name and position] Agreed and accepted: _____ [Collaborator name and position] Date: _____ 5. Confidentiality Agreement Letter [Date] [Add recipient's address details] Subject: Confidentiality Agreement Dear [Recipient name], This letter establishes a confidentiality agreement between [Party A] and [Party B] regarding the disclosure of proprietary information related to [general subject matter/project]. Definition of Confidential Information: For the purposes of this agreement, "Confidential Information" includes but is not limited to: [list types of information, such as business plans, client lists, technical specifications, etc.] Both parties agree to: • Maintain the confidentiality of all shared information • Use the information solely for the purpose of [stated purpose] • Not disclose confidential information to any third party without prior written consent • Take reasonable measures to protect the information from unauthorized access • Return or destroy all confidential materials upon request or project completion This agreement does not cover information that: • Was already known to the recipient before disclosure • Is or becomes publicly available through no fault of the recipient • Is independently developed by the recipient without use of confidential information • Is rightfully obtained from third parties without confidentiality obligations This agreement will remain in effect for [time period] from the date of signing, or until [specific event]. Please sign below to acknowledge your acceptance of these terms. Sincerely, [Your name and title] Accepted and agreed: _____ [Recipient name and title] Date: _____ 6. Service Contract Agreement [Date] [Recipient's address goes here] Subject: Service Contract Agreement Dear [Client name], Thank you for choosing our services. This letter establishes our agreement to provide [type of service] to [client name/company]. Scope of Services: We will provide the following services: • [Detailed description of service 1] • [Detailed description of service 2] • [Additional services as applicable] These services specifically exclude [list any excluded services or limitations]. Term and Schedule: • Service period: [start date] to [end date] • Service frequency: [details of how often service will be provided] • Hours of availability: [time range and days] • Response time for issues: [guaranteed response time] Fees and Payment: • Service fee: \$[amount] [per hour/month/project] • Payment schedule: [billing frequency and due dates] • Late payment penalties: [details if applicable] • Expenses: [how additional expenses will be handled] Either party may terminate this agreement with [notice period] written notice. Early termination fees may apply as follows: [early termination details]. We maintain liability insurance and will provide proof upon request. This agreement constitutes the entire understanding between our parties regarding these services. If these terms meet with your approval, please sign below to indicate your acceptance. Best regards, [Include sender's name and position] Accepted by: _____ [Client signature] Date: _____ 7. Partnership Agreement Letter [Date] [Insert recipient's address information] Subject: Partnership Agreement Between [Party A] and [Party B] Dear [Partner name], I am pleased to confirm our partnership arrangement as discussed in our recent meetings. This letter outlines the key terms of our partnership for [partnership purpose/business name]. Partnership Structure: • Legal form: [General partnership/Limited partnership/other] • Ownership split: [Partner A: X%, Partner B: Y%] • Capital contributions: [Partner A: \$amount, Partner B: \$amount] • Profit and loss distribution: [details of how profits and losses will be shared] Management and Responsibilities: • [Partner A] will be responsible for: [list areas of responsibility] • [Partner B] will be responsible for: [list areas of responsibility] • Decision-making process: [how decisions will be made, voting rights, etc.] • Time commitment: [expected time commitment from each partner] Financial Matters: • Banking arrangements: [details of partnership bank account] • Accounting periods: [financial year details] • Drawing rights: [how and when partners can draw funds] • Additional capital: [process for introducing additional capital if needed] This partnership will commence on [start date] and continue until [end date/indefinitely/specific event], subject to the termination provisions detailed in the attached schedule. A more comprehensive partnership agreement will be drafted by [attorney name] for our review and signature by [date]. If you agree with these terms, please sign below to confirm your acceptance. Sincerely, [Your name and title] Accepted and agreed: _____ [Partner name] Date: _____ 8. Event Planning Agreement Letter [Date] [Recipient's address should be placed here] Subject: Agreement for Event Planning Services Dear [Client name], This letter confirms our agreement for event planning services for [event name] scheduled on [event date] at [event location]. Event Details: • Type of event: [description] • Expected number of guests: [number] • Event hours: [start time] to [end time] • Theme/special requirements: [details] Our Services Include: • [Venue selection and coordination] • [Vendor management for: catering, decorations, entertainment, etc.] • [Guest list management and RSVP tracking] • [Day-of coordination and supervision] • [Post-event cleanup coordination] Services specifically excluded: [list any services not included] Fee Structure: • Planning fee: \$[amount] • Payment schedule: [deposit amount and date, installment details] • Vendor deposits and payments: [how these will be handled] • Cancellation policy: [details of refunds based on timing] Client Responsibilities: • Final approval of all vendors and major decisions • Providing guest information by [date] • Attendance at [number] planning meetings • Prompt communication and feedback Please sign below to indicate your acceptance of these terms. Looking forward to creating a memorable event, [Your name] Event Planner Client Acceptance: _____ [Client signature] Date: _____ 9. Content Licensing Agreement [Date] [Please add recipient's address] Subject: Content Licensing Agreement Dear [Licensee name], This letter establishes our agreement regarding the licensing of [content description] from [Licensor] to [Licensee]. Licensed Content: • [Detailed description of content being licensed] • [Format, quantity, specifications] • [Any identifying information, serial numbers, etc.] License Terms: • Type of license: [exclusive/non-exclusive] • Territory: [geographic regions where license applies] • Duration: [start date] to [end date] • Permitted uses: [specific ways licensee may use the content] • Prohibited uses: [restrictions on usage] Financial Terms: • License fee: \$[amount] • Payment schedule: [upfront, installments, royalties] • Reporting requirements: [sales reports, usage statistics, etc.] Ownership and Credit: • [Licensor] retains all ownership rights to the content • Credit must appear as follows: [credit line requirements] • Modifications [are/are not] permitted under the following conditions: [details] This agreement may be terminated by either party with [notice period] written notice. Upon termination, all rights revert to [Licensor] and [Licensee] must cease using the content within [timeframe]. If these terms are acceptable, please sign below to indicate your agreement. Regards, [Name of licensor/representative] [Title] Accepted and agreed: _____ [Licensee signature] [Title] Date: _____ 10. Construction Agreement Letter [Date] [Place recipient's address here] Subject: Construction Agreement for [Project Name/Address] Dear [Client name], This letter confirms our agreement regarding the construction project at [project address/location]. Project Scope: [Company name] agrees to perform the following work: • [Detailed description of construction/renovation work] • [Specific areas to be constructed/renovated] • [Materials to be used] • [Any special requirements or specifications] The work explicitly excludes: [list exclusions] Timeline: • Project start date: [date] • Estimated completion date: [date] • Work hours: [days and hours crews will be on site] • Milestone deadlines: [list any critical deadlines] Financial Terms: • Total project cost: \$[amount] • Payment schedule: \$[amount] deposit due upon signing this agreement* \$[amount] due upon [milestone 1]* \$[amount] due upon [milestone 2]* \$[amount] final payment due upon completion and inspection* • Change orders: Any modifications to the original plan must be agreed in writing and may affect the total cost and timeline Permits and Compliance: • [Party responsible] will obtain all necessary permits • All work will comply with local building codes and regulations • Inspections will be scheduled by [responsible party] Warranties: • Workmanship warranty: [details and duration] • Materials warranty: [details and duration] Please sign below to indicate your acceptance of these terms. Sincerely, [Contractor name] [Company name and license number] Accepted by: _____ [Client signature] Date: _____ 11. Sales Agreement Letter [Date] [Put recipient's address in this space] Subject: Sales Agreement for [Product/Asset] Dear [Buyer's name], This letter confirms our agreement regarding the sale of [product/asset description] from [Seller] to [Buyer]. Item Details: • Description: [full description including make, model, serial number, etc.] • Quantity: [number of units] • Condition: [new/used/refurbished, any notable features or defects] • Included accessories/components: [list everything included in the sale] Purchase Terms: • Purchase price: \$[amount] • Payment method: [acceptable forms of payment] • Payment schedule: [deposit, installments, final payment dates] • Delivery/pickup details: [date, location, responsible party] Additional Terms: • Title transfer: Title will pass to the Buyer upon [full payment/delivery/other condition] • Warranty: [details of any warranty provided, or "sold as is"] • Return policy: [details if applicable] • Contingencies: This sale is contingent upon [any conditions that must be met] Both parties acknowledge that this letter constitutes the entire agreement regarding this sale. Any modifications must be made in writing and signed by both parties. If these terms accurately reflect our agreement, please sign below to confirm. Kind regards, [Seller's name] Buyer Acceptance: _____ [Buyer's signature] Date: _____ 12. Consulting Agreement Letter [Date] [Insert recipient's address here] Subject: Consulting Agreement Dear [Client name], This letter confirms our consulting agreement whereby [Consultant name/company] will provide consulting services to [Client name/company]. Consulting Services: • [Consultant] will provide expertise and services in the area of [field/specialty] • Specific deliverables include: [detailed list of deliverables, reports, recommendations, etc.] • Services will be performed [remotely/on-site at client location/combination] • Estimated time commitment: [hours per week/month or total project hours] Term: • This agreement begins on [start date] and continues until [end date or completion of project] • Either party may terminate with [notice period] written notice Compensation: • Consulting fee: \$[amount] [per hour/day/month/project] • Expenses: [Client] will reimburse reasonable expenses as follows: [expense policy details] • Invoice frequency: [weekly/monthly/upon completion of milestones] • Payment terms: Payment due within [number] days of invoice Relationship: • [Consultant] will serve as an independent contractor, not an employee of [Client] • [Consultant] is responsible for all taxes and benefits related to compensation • [Consultant] may [may not] perform services for other clients during this agreement Confidentiality: • All information shared during the consulting engagement will be kept confidential • Work product [will/will not] be exclusively owned by [Client] Please sign below to indicate your acceptance of these terms. Sincerely, [Name of consultant] [Title/Company] Accepted by: _____ [Client representative signature] [Title] Date: _____ Wrapping Up: Agreement Letters These sample letters provide solid frameworks for various agreements you'll likely need throughout your business and personal life. The right agreement letter clarifies expectations, prevents misunderstandings, and creates a foundation for successful relationships between parties. Customize any of these templates to fit your specific situation by adjusting the terms, conditions, and language to reflect your unique circumstances. Always consider having a legal professional review important agreements before finalizing them, especially for high-value transactions or complex arrangements. Clear communication through well-crafted agreement letters helps build trust and sets the stage for productive partnerships. Take the time to create thorough agreements now, and you'll save yourself potential headaches and disputes later. A document, signed by all parties involved, that lists the scope of work to be undertaken, and any duties and expectations that the business has of the marketing agency. Includes service fees, timeline, services, and payment terms. This simple website contract clearly provides terms of service for web design projects. It's a contract that clearly lists what the designer and clients are responsible for, pricing, and timelines relating to the project. This includes a breakdown of services, cost and payment information, timeline, and legal rights of each party. A contract for use by painting contractors to set customer expectations, clarify scope of the job, and list payment details. This is an easy to customize painting contract that can be used for any type of painting project. This includes sections detailing payment terms, service details, contract termination, and more. Description: A legally binding document that will not only help you to easily and professionally negotiate the legal parameters for every agreement, but will establish the expectations and ground rules for both parties, leaving you protected legally. Best for: Any business professional looking to enter into a coaching relationship over an extended period of time. Includes: Expenses, timeline, services, and payment terms A contract (and photo release) between a photographer and client regarding the services that the photographer will provide in the shoot, as well as the responsibilities the photographer and client agree upon performing. This contract is easily adjustable to fit the needs of the person interested in using the contract. This includes scope of work, fees, model release, and more. This contract is between a Graphic Designer and a client. It maps out the work the designer will provide that's been agreed upon from both the designer and the client. It holds detailed information regarding the number of revisions available for the client to make, along with copyrights. It includes XHTML/CSS layout template offers, text content, photographs, and legal stuff. An easy-to-use agreement that you can quickly update and customize. Includes sections for commission split, compensation structure, terms, and more. A simple contract for Event Planners that's easy-to-understand and use. Outlines specifics around event planning responsibilities, payment terms, and more. This template is between an independent contractor and a client. It covers an assortment of categories in reference to qualifications, experience, and abilities that the independent contractor will provide to the client in their services. It goes over the services, compensation, legal expenses, and more. A simple non disclosure agreement to protect (and keep private) sensitive information. Sections for parties involved, agreement duration, and more. A detailed remodeling contracts with protections around payment and job expectations. Outlines payment terms, responsibilities, timelines, and more. A retainer agreement for ongoing client services. Sections for retainer payments, service limits, and other legal protections. Easily customized agreement for service between a service provider and customer. Outlines details regarding service, schedule, terms, and more. A thorough agreement template between a contractor and subcontractor. Sections for expense reimbursement, time and materials, payments, and more. A simple agreement that's flexible to be used on any sublease situation. Sections outlining property, payment terms, schedule, and more. This is a simple Sales Contract template directed between two parties that covers a variety of agreements for the seller and buyer to comply with in order to proceed. These contract templates are typically used when you want to sell new goods, services, or items that require delivery. It's a way to go over and finalize between both parties before accepting the contract. It determines the payment details, the delivery of the product, cancellations, and more. An easy to customize agreement between an agency and company. Sections for territory, agreement term, exclusivity, and more. A simple rental agreement between a property owner and an occupant. Sections for security deposits, late charges, occupants and more. An easy-to-customize contract between a bookkeeper and client. Sections listing services provided, fee schedule, deliverables, and more. An easy-to-customize catering contract flexible enough for any catering job. Offers legal protections for both the caterer and client. An easy-to-use contract for anyone providing construction services. Includes sections for schedule, payments, and more. A simple agreement that can be used for any consulting project. Legal text that's easy to customize, read, and use with consulting clients. A simple DJ contract can be used when providing DJ services on any event. Sections regarding payment terms, responsibilities, schedule, and more. A simple employment contract to use with your next company hire. Easy to customize and use as a default template when onboarding new employees. A professional contract to use by accountants with accounting clients. Easy to read and customize for ongoing accounting services. A simple indemnification agreement template (also known as a hold harmless agreement). Sections to hold harmless a company or business for any burden, loss, or damage. An easy-to-customize agreement to protect your intellectual property. Agreements for both employee and contractor business relationships. A sample internship contract to be used whenever you contract a new intern. Sections for contract term, responsibilities, and more. A simple landscaping contract can be used by any landscaping provider. Sections covering payment terms, schedule, and more. An easy-to-customize loan agreement can be used by any lender. Sections detailing loan terms, payment shecule, and more. An agreement that covers terms and details of an understanding between two parties. Sample agreement text that's easy to customize and use. A rental agreement to be used by anyone renting a property and an occupant. Sections covering monthly rent, late payments, rental period, and more. A simple agreement template between a company and another company or party. Sections include confidential information, non-compete clause, agreement period, and more. An agreement detailing payment terms between two parties. Sections include payment amount, payment schedule, parties involved, and more. A simple contract for personal trainers and clients. Sections outlining training schedule, sessions included, general terms, and more. A customizable agreement between a property owner and manager. Sections detailing property to be managed, manager responsibilities, and more. A simple agreement between a company and referral partner. Sections include commission amount, payment terms, referral requirements, and more. A simple release form between a producer and the subject of a video. Sections outlining ownership rights, how the video footage can be used, and more. A simple photography contract can be used between photographers and a wedding couple. Sections detail payment terms, schedule, responsibilities, and more. A contract that can be used to set terms between a wedding planner and the happy couple. Sections detail wedding schedule, vendors involved, rehearsals, and more. A hiring agreement can be used to set terms between an employer and employee. Sections detailing employment terms, compensation, termination rights, and more. This document template provides a straightforward framework for creating a contract between two parties, outlining essential terms. It serves as a versatile starting point for formalizing agreements in various business... read more