**BUSINESS AGREEMENT LETTER**

**Nolan Santana**

City, State, Zip Code

Home : 000-000-0000 Cell: 000-000-0000

email@email.com

Dear Eva,

As discussed here is a preliminary business agreement letter. Senior management unanimously agreed to use your services for our video production and in turn we will provide Millennium Productions with services. Below are tentative terms. Initial each one sign the bottom and return it to me. Feel free to jot notes directly on this letter or attach them. Once we receive your signature we will prepare a formal contract.

**Preliminary Business Agreement**

Millennium Productions will provide Content House with original video and promotional content at a 40 percent discount. This will be material Content House will use for internal commercial and client use in a range of media channels.

Content House will provide Millennium Productions with materials as well as a range of printing services at a 25 percent discount as long as the yearly amount does not exceed an as yet determined amount.

Regarding Millennium’s material Content House will be mindful of the time needed for quality video. Content House will never ask for a deadline of less than six weeks.

As stated, if this preliminary business agreement is acceptable return, it to me at your convenience.

Best Regards,

Nolan Santana