**LETTER TEMPLATE**

**BUSINESS AGREEMENT LETTER**

**[Title of document]**

**[Your name]**

**[City, State, ZIP code]**

**[Current date]**

Dear **[Recipient's name],**

This letter represents the formal agreement of the partnership between **[recipient's company name]** and [your company's name]. This agreement recognizes that **[your name]** is to provide professional expertise on behalf of **[your company's name]** throughout the project with **[Recipient's company name].**

Per the agreement, **[your name]** will perform the following tasks from the start of the project on **[start date]** to the end of the project on **[end date]:**

**[Service 1]**

**[Service 2]**

**[Service 3]**

In accordance with the agreed arrangements, **[your name]** is to be compensated by **[recipient's company name]** in the amount of **[dollar amount].** **[Your name]** is to be paid in full via direct deposit for the completion of their provided services on the project end date. Any additional compensation for an extension of **[your name]** services shall be determined at that time, should such circumstances arise.

Please sign and date on the lines below to signify that you agree to the terms of this letter. Please return one copy to the address above and save the other copy for your records.

Sincerely,

**[Your signature]**