

# Contract Agreement Letter Sample Format

[Your Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

## **Subject: Contract Agreement Letter**

Dear [Client's Name],

This letter serves as an official Contract Agreement between [Your Company Name] and [Client's Name] for the provision of [Specify Nature of Services/Products] as outlined below:

### **Details of Contract:**

1. **Scope of Services/Products:**
  - [Specify the nature and scope of services/products to be provided.]
2. **Duration of Contract:**
  - The contract will commence on [Start Date] and continue until [End Date], unless terminated earlier in accordance with the terms of this agreement.
3. **Contract Value:**
  - The total value of the contract is [Specify Amount], payable in accordance with the payment terms outlined in this agreement.
4. **Terms and Conditions:**
  - a. **Payment Terms:**
    - [Outline the terms of payment, including due dates and any late payment penalties.]
  - b. **Termination Clause:**
    - Either party may terminate this agreement with [Specify Notice Period] written notice.
  - c. **Confidentiality:**
    - Both parties agree to maintain the confidentiality of any proprietary information shared during the course of this agreement.
  - d. **Governing Law:**
    - This agreement shall be governed by and construed in accordance with the laws of [Specify Jurisdiction].

By signing below, both parties acknowledge and agree to the terms and conditions outlined in this Contract Agreement.

**Sincerely,**

[Your Name]

[Your Title]

[Your Company Name]

**Agreed and Accepted:**

[Client's Name]

[Client's Signature]

[Date]