

## SAMPLE LETTER OF AGREEMENT

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## Introduction

The agreement letter is drafted so that the interests of both the parties that are involved in the contract agree and can have some security. Normally, these letters are written, when it comes to leasing out or renting some property.

## Sample Letter of Agreement Tips

Tips for writing or drafting the agreement letter

- The letter should be quite specific about the agreement
- In the letters, interests of both the parties that are involved should be reflected
- The letter should ensure that the real terms and conditions expressed between the parties are mutually agreed upon and expressed in the agreement
- There should be a clarity in the terms and conditions, so that no doubts arise at a later stage.

## Sample Letter of Agreement

Subject: Sample Letter of Agreement

Respected Sir/Madam,

I am happy to announce that I would be renting out my house to your family for 4 years now. We have mutually decided upon the rent and that is Rs 9000 per month. This would be paid on the 11th of every month. This would not include water, electricity and other maintenance charges.

Initially the contract would be for a period of 11 months and later on, can be extended. Hope you are clear with the terms and conditions pointed out in the agreement and if you have any doubts in this regard please contact me for clarification. On the other hand, if you feel the draft satisfactory, please place your sign in the respective space provided as a token of your approval to the stipulated clauses and provisions enshrined therein and therewith

If you agree with this agreement, please sign and date this letter on the lines provided below. Kindly take a photo copy of the document to be kept in the custody of each of us for further reference.

Yours sincerely,

Thanking you,

John Brown

## Sample Letter of Agreement Template

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject - \_\_\_\_\_(Mention the purpose)

Respected \_\_\_\_\_(Name)

I \_\_\_(your name) agrees to rent out my house \_\_\_(name and address of the party) to the second party \_\_\_(name and address) for a period of \_\_\_(mention the no. of years) with Rs \_\_\_(mention the amount) as monthly rent. The rent will have to be paid before \_\_\_(date) of every month.

The rent will be exclusive of the electricity, water and other maintenance charge. The contract is initially for \_\_\_(mention the duration). Each party has the freedom to terminate it provided after a three month's notice to the respective party.

Hope the agreement is acceptable to you

Thanking you.

Sincerely,

Name and signature

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