

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Agreement – General

Dear :

I have read your proposal to rid the company of system failures. After taking into consideration the current situation, I agree that your plan is the most practical. I would like to meet with you regarding the details of this plan. Please contact me as soon as possible, regarding what would be the best days and times for you.

I look forward to putting this plan into action. Thank you for your input. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E