

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 – Letter of Understanding Regarding Terms of Proposed Contract

Dear :

I received your proposal on Date. I have read your proposal and included comments in the enclosed copy. I must say that you did an excellent job in bringing forth the contract in the allotted time. The contract was very understandable for your audience. The terms that you set forth are firm, yet presented in a very positive light. You did a great job in presenting information to support the proposed term's effect on the overall production of the company.

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E