



XYZ CORPORATION

Professional Business Solutions

1234 Business Blvd., Suite 100
Cityville, State 12345
Phone: (555) 123-4567
Email: contact@xyzcorporation.com
Website: www.xyzcorporation.com

Recipient:

Name: _____

Title: _____

Company: _____

Address: _____

City, State ZIP: _____

Dear _____,

We are pleased to present this letter outlining the terms and conditions of our business relationship. Our commitment is to provide the highest quality services and products tailored to your needs.

This letter serves as a formal agreement between XYZ CORPORATION and the recipient specified above. The terms herein are legally binding and enforceable under the laws of the United States of America.

Please review the following sections carefully and do not hesitate to contact us with any questions or clarifications you may require.

We look forward to a successful partnership and mutual growth.

Terms and Conditions:

1. Services Provided

XYZ CORPORATION agrees to provide the services and/or products as described in the attached Scope of Work. All services will be performed in a professional and timely manner.

2. Payment Terms

Payment shall be made in full within thirty (30) days of the invoice date unless otherwise agreed in writing. Late

payments may be subject to interest charges as permitted by law.

3. Confidentiality

Both parties agree to maintain confidentiality of all proprietary and sensitive information exchanged during the course of this agreement, except as required by law.

4. Liability

XYZ CORPORATION shall not be liable for any indirect, incidental, or consequential damages arising out of or related to the services provided.

5. Termination

Either party may terminate this agreement upon thirty (30) days written notice. Obligations incurred prior to termination shall survive.

6. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the United States of America and the applicable state law.

7. Entire Agreement

This letter, including any attachments, constitutes the entire agreement between the parties and supersedes all prior agreements or understandings.

8. Amendments

Any modifications or amendments to this agreement must be in writing and signed by authorized representatives of both parties.

9. Dispute Resolution

In the event of a dispute arising from or related to this agreement, the parties agree to attempt resolution through good faith negotiation prior to pursuing legal remedies.

10. Signatures

The parties below have read, understood, and agreed to the terms set forth in this letter.

AUTHORIZED SIGNATORY (XYZ CORPORATION) AUTHORIZED SIGNATORY (RECIPIENT)

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

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