

# Letter of Agreement

[Your Name]  
[Address]  
[City, State, Zip]

[Date of letter]

[Recipient's Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]

Dear [Recipient's name],

This letter serves as a formal agreement between [Your Organization's Name] and [Recipient's Name], whereby [Recipient's Name] will provide professional services of [Brief Description of Service], on \_\_\_\_/\_\_\_\_/\_\_\_\_, at \_\_\_\_:\_\_\_\_ AM / PM, at the following location:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

[Recipient's Name] is being sponsored by the [Your Organization's Name] and will be compensated for services provided in the amount of \$\_\_\_\_\_. Payment will be disbursed upon completion of all services. Please sign both copies of this agreement. Retain one copy for your records and please return one copy to the above address.

Best regards,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recipient's Signature

\_\_\_\_\_  
Date