

Contract Agreement Letter for Payment

[Your Name]

[Your Address]

[Email, Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip]

Subject: Payment Agreement for [Project/Service Name]

Dear [Recipient's Name],

I am writing to establish a formal payment agreement for the services rendered in connection with [Project/Service Name]. This letter outlines our agreed terms and will serve as a binding contract upon your acceptance.

Please review, sign, and return this letter to acknowledge your agreement to these terms. For any questions or clarifications, feel free to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledged and Agreed:

[Recipient's Signature]

[Recipient's Printed Name]

[Date of Signature]