

## **Agreement Letter Sample Format:**

Mr. Stanley E. Rhodes

General Manager-Gilford Enterprises Pvt. Ltd

2821 Tyler Avenue

Miami, FL 33012

03 September, 2010

Subject: LETTER OF AGREEMENT

Dear, Mr. Rhodes

This agreement is made between Gilford Enterprises Pvt. Ltd and Boyer Marketing and Selling Pvt. Ltd on the date of 25<sup>th</sup> August, 2010 in Miami. Gilford Enterprises Pvt. Ltd has assign it all marketing and selling work to Boyer Marketing and Selling Pvt. Ltd for which necessary agreement has to make by the two companies. The agreement letter includes the purpose of the agreement and requirements of both the companies. It also states the terms and conditions on which the agreement has to be made by the two companies. In terms of providing services what amount should be charged by the company and how would be the payment structure is also to be mentioned in the agreement letter.

If both the companies accept terms and conditions mentioned in the letter of agreement then they sign a copy and proceed further.

Agreed and accepted

Yours Sincerely,

Louis J. Watson

Relation Manager-Boyer Marketing and Selling Pvt. Ltd

Greenville, SC 29607