**Letter of Agreement for Business Partnership**

**[Your Name]**

[Your Company Name]

[Your Address]

[Your Phone Number]

[Your Email]

[Date]

**[Recipient Name]**

[Recipient Company Name]

[Recipient Address]

**Subject: Agreement for Business Partnership**

**Dear Mr./Ms./Mrs. [Recipient Name],**

I'm writing to formalize a commercial relationship between **[Your Company Name]** and **[Recipient Company Name].** We reviewed the cooperation conditions and agreed on the following:

* **[Your Company Name]** will provide **[specific services]** to **[Recipient Company Name].**
* Payment for the services will be made on a **[monthly/weekly/bi-weekly]** basis at a rate of **[rate]**.
* The partnership will begin on **[date]** and will be in effect for a period of **[duration of partnership].**

We recognize the necessity of preserving confidentiality and protecting both parties interests. As a result, we have agreed to insert in this agreement a confidentiality clause that prohibits the disclosure or use of private information without the express approval of the other party.

We are delighted to begin this collaboration and are convinced it will benefit both parties. Please do not hesitate to contact me with any queries or concerns.

Thank you for this fantastic opportunity.

**Sincerely,**

**[Your Name]**

**[Your Company Name]**

**[Your Signature]**