

## BUSINESS LETTER

Sender's Name: \_\_\_\_\_  
Sender's Company: \_\_\_\_\_  
Sender's Address: \_\_\_\_\_  
Sender's Phone/Email: \_\_\_\_\_

**Recipient Information:**

Recipient's Name: \_\_\_\_\_  
Recipient's Company: \_\_\_\_\_  
Recipient's Address: \_\_\_\_\_

**Subject:** \_\_\_\_\_

Dear \_\_\_\_\_,

I am writing to you in connection with matters pertaining to our recent business discussions. Please consider this letter a formal communication outlining the terms and conditions related to our agreement.

This letter sets forth the understanding between the parties with respect to the subject matter described above. The terms detailed herein are intended to be legally binding and enforceable under the laws of England and Wales.

Please review the contents carefully and do not hesitate to contact me should you require any clarifications or further information.

This letter, along with any attachments, represents the entire agreement between the parties relating to its subject matter and supersedes all prior discussions, agreements, or communications, whether oral or written.

Should you agree with the terms as set out in this letter, kindly indicate your acceptance by signing in the space provided below and returning a copy for our records.

Thank you for your attention to this matter. I look forward to your prompt response and to continuing our mutual cooperation.

Yours faithfully,

**Sender's Signature**

**Recipient's Signature**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Confidentiality**

This letter and its contents are confidential and intended solely for the use of the individual or entity to whom it is addressed. Any disclosure, copying, distribution or reliance on the contents is prohibited without the prior written consent of the sender.

**Governing Law and Jurisdiction**

This letter shall be governed by and construed in accordance with the laws of England and Wales. The parties agree to submit to the exclusive jurisdiction of the courts of England for the resolution of any disputes arising out of or in connection with this letter.

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