

# PERSONAL LETTER

Recipient Name: \_\_\_\_\_

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

Sender Name: \_\_\_\_\_

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

**Dear Sir or Madam,**

**Introduction:**

I am writing this letter to formally communicate my intentions and provide necessary information relevant to our correspondence. This letter serves as a clear, concise, and legally compliant document under the laws of the United Kingdom.

**Purpose:**

The purpose of this letter is to establish a record of communication and to ensure that both parties have a thorough understanding of the matters discussed herein. This letter may be used as evidence of our mutual intentions and agreements.

**Details of Communication:**

Please consider this letter as part of the official documentation required for any legal or administrative proceedings that may arise. It outlines the key points of our discussion, obligations, and expectations going forward.

**Confidentiality:**

This letter and its contents are to be treated as confidential. Any disclosure, distribution, or copying without prior written consent from the sender is strictly prohibited and may be subject to legal penalties under the relevant UK laws.

**Limitation of Liability:**

Neither party shall be held liable for any indirect, incidental, or consequential damages arising out of or related to this letter or the matters described herein, except as otherwise required by law.

**Governing Law and Jurisdiction:**

This letter is governed by and construed in accordance with the laws of England and Wales. Any disputes arising out of or in connection with this letter shall be subject to the exclusive jurisdiction of the courts of England and Wales.

**Closing Remarks:**

Please acknowledge receipt and understanding of this letter at your earliest convenience. Should you require any clarification or further information, do not hesitate to contact me.

**Yours faithfully,**

**Sender's Signature**

Signature: \_\_\_\_\_

Full Name:

Address:

Contact Number:

Email:

This letter is intended to be legally compliant and enforceable under UK law. If you have any questions regarding the contents or require legal advice, please consult a qualified solicitor.

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