

## **Letter of Agreement Format, complete agreement letters example.**

Letter of agreement would always be addressed to the company or person whom with the agreement has to be made. This letter provides detailed information about the person or company such as name, address, and purpose of agreement, terms and conditions of agreement, date and also the name and address of the second party who is making the agreement. Hence these types of letters are formal letters language used in writing these letters should always be professional.

**Mr. Shravan Bhalla**

General Manager-Bhalla Enterprises Pvt. Ltd

28 District Centre JanakPuri

Delhi 110058

03 September, 2011

Subject: **Letter of Agreement Format**

**Dear Mr. Shravan,**

This agreement is made between Bhalla Enterprises Pvt. Ltd and Tanya Marketing and Selling Pvt. Ltd on the date of 25th August, 2010 in Delhi. Bhalla Enterprises Pvt. Ltd has assign it all marketing and selling work to Tanya 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

**Lata Gupta**

Relation Manager

Tanya Marketing and Selling Pvt. Ltd

Greater Kailash, New Delhi