

CONTRACT LETTER AGREEMENT

Sender Name: _____

Sender Address: _____

Sender Contact (Phone/Email): _____

Recipient Information:

Full Name: _____

Address: _____

Phone/Email: _____

Subject of Agreement:

This Contract Letter Agreement ("Agreement") sets forth the terms and conditions under which the undersigned parties agree to the engagement, service, or transaction described herein. This Agreement represents a legally binding contract, enforceable under the laws of the United States and applicable state law.

Terms and Conditions:

1. Engagement and Scope

The Sender agrees to provide services or perform obligations as detailed in this Agreement. The Recipient agrees to comply with all requirements and provide necessary assistance.

2. Payment Terms

Compensation shall be as mutually agreed upon in writing by the parties. Payments shall be made within agreed timelines, without set-off or deduction, unless otherwise authorized.

3. Term and Termination

This Agreement shall commence upon execution by both parties and continue until completion or termination. Either party may terminate this Agreement upon written notice to the other if a material breach occurs.

4. Confidentiality

Both parties agree to keep confidential all proprietary or sensitive information obtained during the term of this Agreement, except as required by law or with prior written consent.

5. Compliance with Laws

Each party shall comply with all applicable federal, state, and local laws, regulations, and ordinances in performing their obligations under this Agreement.

6. Warranties and Representations

Each party represents that it has the authority to enter into this Agreement and that performance will not violate any other agreement.

7. Limitation of Liability

Neither party shall be liable for indirect, incidental, special, or consequential damages arising out of or in connection with this Agreement.

8. Indemnification

Each party agrees to indemnify, defend, and hold harmless the other party from liabilities arising from its own breach or misconduct.

9. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the State of _____. The parties consent to exclusive jurisdiction and venue in the courts located in _____ County, _____.

10. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, whether written or oral, relating to its subject matter.

11. Amendments

No amendment or modification of this Agreement shall be effective unless in writing and signed by both parties.

12. Severability

If any provision of this Agreement is held invalid or unenforceable, the remainder shall continue in full force and effect.

13. Notices

Any notices under this Agreement shall be sent in writing to the addresses provided above, by hand delivery, certified mail, overnight courier, or electronic means capable of confirming receipt.

14. Waiver

Failure or delay by either party to enforce any provision of this Agreement shall not be deemed a waiver of that provision.

15. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which constitute one agreement.

16. Force Majeure

Neither party shall be liable for delays or failures to perform due to causes beyond reasonable control, including natural disasters, acts of government, or labor disputes.

17. Assignment

Neither party may assign or transfer its rights or obligations under this Agreement without prior written consent of the other party.

18. Independent Contractors

The parties are independent contractors and nothing herein creates a partnership, joint venture, or agency relationship.

19. Dispute Resolution

The parties agree to attempt to resolve disputes amicably and in good faith prior to pursuing legal remedies.

20. Signature and Acceptance

By signing below, the parties acknowledge and accept all terms and conditions set forth in this Agreement.

SENDER'S SIGNATURE

RECIPIENT'S SIGNATURE

Signature: _____

Signature: _____

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