

LETTER OF AGREEMENT FORM

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Introduction

Letter of agreement form usually consists of the thrust point on which the agreement letter has been drafted. It can be of anything from renting out or leasing out house, vehicles, office room, or anything of the nature.

Letter of Agreement Form Tips

Tips for writing the letter of agreement form

- The letter should be in simple language
- The letter should be readable and understandable to both parties involved
- The letter should make clear all the terms and conditions included in the agreement in direct way

Sample Letter of Agreement Form

Subject: Letter of agreement form

Respected Sir/Madam,

This contract agreement letter is to rest out my space or the purpose of office use for ou and the initially the contract term will be for 11 months and the respective parties find satisfaction with it means it will be further extended.

The room is semi furnished with one cupboard, one writing table, 2000 sq feet with two windows with electricity and water connection. It is to write down for your kind information that electricity bill and water bill plus other maintenance charges, you will have to bear.

The monthly rent as per the agreement is Rs 3000 per month and you as the second party is expected to pay an advance amount of Rs 1,00,000 for the same. Both are free to terminate the same on the condition that three month notice should be served to the party concerned. On the other hand, the party concerned can claim a compensation of Rs 1,00,000.

If you find the agreement ok, you may sign in the space provided below as a token of approval for the same.

Yours sincerely,

Thanking you,

Yours sincerely,

Gurumurthy

Letter of Agreement Form Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject - _____ (Mention the purpose)

Respected _____ (Name)

Kindly note that this letter is with regard to rendering the office space under the ownership of the first party (name and address) willingness to rent out to the second party (name and address) for a term of ____ (mention the duration) for a monthly rent of Rs ____ (amount) per month and an advance payment of Rs ____ (mention the amount) which will have to be deposited for the same. The room rented out to the second party by me as the first party is semi furnished with 2 cupboards, windows, electricity and water connections, etc. In addition to the rent, the second party will have to bear the expenses like the electricity charge, water charge, and other expenses in this regard.

Hope you will get back to me very early

Thanking you.

Sincerely,

Name and signature

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