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Sale Agreement Letter

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**Introduction**

The sale agreement letter normally falls under the category of letters that are written for the purpose of acceptance or rejection of orders. Such orders can be placed with the supplier and dealer. It can also contain elements like the price quotations, estimate mode of payment, date of delivery, transport details, dispatch options, etc.

**Sale Agreement Letter Tips**

 Tips for writing the sale agreement letter

* The letter should give emphasis on aspects like date of delivery and payment, price quotations, mode of payment etc.
* The letter should also specify the mode of delivery
* The letter should be made taking into consideration the interest of both parties
* There should not be any space for ambiguity and the terms and conditions should be clear to both parties
* The language of the letter being drafted should be in simple language

Sample Sale Agreement Letter

Subject: Sale agreement letter

Respected Sir/Madam,

We hereby accept the order placed before us by your manager on behalf of your company Shivi Industries on 12th October 2013 for the bulk purchase of toilet soaps of X brand. As per the agreement we are supposed to get 1,000, 00 soap pieces of 250 Gms weight in fully packed and covered. And no excuse regarding the quality of the product will be entertained.

As per our agreement you should supply the product on or before every 5th from the ensuing month of December onwards and the bulk rate for the one lakhs pieces will be Rs 3,00, 000 and it will be paid to you through online transfer of money the very date specified in the letter above.

The contract is initially for a period of 2 years and if either party finds it difficult to continue the contract, they are free to terminate it with a three months time being given to the other party.

I you find the above condition satisfactory, sign in the agreement in approval

Yours sincerely,

Thanking you,

Yours sincerely,

Gurumurthy

# Sale Agreement Letter Template

# From,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Date: \_\_\_\_\_ (Date on Which Letter is Written)

# To,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Subject - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mention the purpose)

# Respected \_\_\_\_\_\_\_(Name)

# Kindly note that this letter is to put the agreement to legal format that as me, the chairman of company \_\_\_\_\_\_\_ (name and address) is agreeing to the terms and conditions made with you as the second party\_\_\_\_\_ (name and address) to execute the contract to supply 1,00,000 pieces of toilet soaps to me from the coming month onwards. The amount will be transferred to your account on the \_\_\_\_(mention the date) of every month on the receipt of the commodity.

# If you fell the agreement suits your bill, please sign it as a token of approval for the same.

#

# Hope you will get back to me very early

# Thanking you.

# Sincerely,

# Name and signature

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