

Contract Agreement Letter

A contract letter is a document drafted to someone who will be completing work for you, notifying the person that he may begin work under certain terms. It is necessary to write a contract letter for a home improvement the contractor you are hiring to do work before the exact terms of the agreement have been established or a subcontractor, allowing him to begin work even though you haven't had time to work out the fine points of your agreement. Sometimes contract letters also represent an entire contract agreement between two parties. Think of the following intentions for the contract letter before you sit down to draft it.

Sample Contract Agreement Letter

February 27, 2012

The Chief Executive Officer

M/s. Sallah Enterprises

Ambattur, Chennai

Dear Mr. Sridharan,

We received the contract for supply of RH raw materials. Most of the terms and conditions seem to be in terms of the long discussion we had at your office. Hence we accept the contract and will sign the papers once the following point is cleared.

We promise that we will deliver the best quality in the stipulated time.

Looking forward to a long and rewarding business contract.

Thank you

Yours sincerely,

George Varghese

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