[DATE]

Contact Name

Address

Address2

Town/City

County/Province

 Postal Code

**RE: Re: TERMS OF PROPOSED CONTRACT - LETTER OF UNDERSTANDING**

Dear [CONTACT NAME],

We are writing to confirm what we discussed and agreed to, during our telephone conversation [DATE].

We agreed that your firm, [NAME OF FIRM], will provide [SPECIFY] for the [NAME OF PROJECT]. While we will provide [SPECIFY], according to your specifications, and all costs, up to [AMOUNT].

If you are in agreement to the above, please sign a copy of this letter and return it to my office. When we have received the verified letter, we will forward it to our attorneys. They will draw up the final contract drafting and revisions.

It was a pleasure to talk with you [DATE], and look forward to celebrating our mutual success with the [PROJECT].

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[*YOURCOMPANY EMAIL ADDRESS*]