

BASIC LETTER

From:

Sender's Full Name
Sender's Address Line 1
Sender's Address Line 2
City, Postcode
Email: sender@example.com
Phone: +44 0000 000000

To:

Recipient's Full Name
Recipient's Address Line 1
Recipient's Address Line 2
City, Postcode

Dear Sir or Madam,

We write to you regarding the matter discussed and agreed upon in our previous correspondence. This letter serves as a formal record of the terms and understanding between the parties.

The contents of this letter constitute a legally binding agreement under the laws of England and Wales. Both parties acknowledge their responsibilities and obligations herein.

Any amendments to this letter must be made in writing and signed by both parties to be valid and enforceable.

Please acknowledge receipt of this letter and confirm your acceptance of the terms as set out.

Should you have any questions or require further clarification, please do not hesitate to contact us at your earliest convenience.

Yours faithfully,

Sender's Full Name
Sender's Position (if applicable)

This letter and its contents are intended to be legally binding under the laws of England and Wales. By signing, the parties agree to be bound by the terms set forth herein.

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