

# COMPANY LETTERHEAD

Company Name: \_\_\_\_\_ Reference No.: \_\_\_\_\_

**To:**

Recipient Name: \_\_\_\_\_

Recipient Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**From:**

Sender Name: \_\_\_\_\_

Sender Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**Subject:**

Official Business Correspondence

**1. Introduction**

This letter serves as an official communication from the Company in relation to the matters specified herein. It is intended to outline the understanding and agreements reached between the Company and the recipient, subject to the terms and conditions set forth throughout this document.

**2. Scope of Communication**

The contents of this letter pertain solely to the business relationship and any agreements made between the Company and the recipient. All information disclosed is confidential and is provided for the exclusive use of the recipient.

**3. Obligations of the Company**

The Company agrees to perform all duties and responsibilities as agreed upon in associated contracts and communications, in full compliance with applicable UK laws and regulations.

**4. Obligations of the Recipient**

The recipient is expected to comply with all terms outlined in this letter and any attached documents, ensuring adherence to agreed schedules, confidentiality obligations, and applicable statutory requirements.

**5. Confidentiality**

Both parties acknowledge that any confidential information shared during the course of this communication shall be treated with the strictest confidence, and shall not be disclosed to any third party without prior written consent.

**6. Data Protection**

The parties shall process any personal data in compliance with the UK Data Protection Act 2018 and relevant GDPR provisions. Each party shall ensure that appropriate technical and organizational measures are in place to safeguard such data.

**7. Liability**

Neither party shall be liable to the other for any indirect, incidental, or consequential damages arising out of or in connection with this letter or any related agreements, except as may be expressly provided herein.

**8. Governing Law and Jurisdiction**

This letter and any disputes arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales. The parties submit to the exclusive jurisdiction of the courts of England and Wales.

**9. Entire Agreement**

This letter constitutes the entire agreement between the parties concerning the subject matter herein and supersedes all prior communications, representations, or agreements, whether oral or written.

**10. Amendments**

Any amendments or modifications to this letter shall be made in writing and signed by authorized representatives of both parties.

**11. Notices**

Any notices required or permitted to be given under this letter shall be in writing and delivered by hand, post, or electronic means to the addresses provided above, and shall be deemed received as specified in the UK Contract Law.

**12. Severability**

If any provision of this letter is found to be invalid or unenforceable under applicable law, the remaining provisions shall continue in full force and effect.

**13. Execution**

This letter may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

**14. Contact Information**

For any queries or clarifications regarding this letter, please contact the sender through the details provided above.

**Authorized Signature**

**Recipient Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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