

FORMAL BUSINESS LETTER

Sender Information:

Company Name: _____
Address Line 1: _____
Address Line 2: _____
City, Province, Postal Code: _____
Phone / Email: _____

Recipient Information:

Name: _____
Title: _____
Company: _____
Address Line 1: _____
Address Line 2: _____
City, Province, Postal Code: _____

Subject: _____

Dear Sir or Madam,

Introduction

We are writing to formally address the business matter at hand and to establish clear terms and expectations between our respective parties. This letter serves as a written record of the agreements, proposals, and statements herein.

Terms and Conditions

All engagements and transactions referenced within this letter are subject to the terms and conditions outlined herein, including but not limited to confidentiality obligations, compliance with applicable laws, and mutual responsibilities.

Confidentiality

Both parties agree to maintain the confidentiality of all proprietary, financial, and operational information exchanged in connection with the matters discussed in this letter, in accordance with the laws of Canada.

Legal Compliance

This letter and any resulting agreements shall be governed by and construed in accordance with the laws of Canada. Both parties warrant that they have the authority to enter into this agreement and that it shall be legally binding and enforceable.

Closing and Next Steps

We anticipate your prompt attention to the matters discussed herein. Should you require further clarification or wish to

discuss any aspect of this letter, please contact us at your earliest convenience.

Sincerely,

Authorized Signature

Name:

Title:

Company:

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