Letter of Agreement

From,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mention the purpose)

Respected \_\_\_\_\_\_\_(Name of the donor)

I am \_\_\_\_\_ (Your Name) working as a part of the \_\_\_\_\_\_\_\_\_ agreement hereby kindly note that this letter is to  The agreement between the first party and the second party is regarding the supply of food , drinking water, chair, table to the function of the political party (name specified)  The payment in the form of advance shall be made three days well in advance and the daily expense will be 1,00,000 which will have to be remitted each day at the end of the event either through cash cheque or through liquid cash.

Hope you will get back to me very early

Thanking you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature