

# PROFESSIONAL BUSINESS LETTER

Sender's Name: \_\_\_\_\_

Sender's Address: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

Recipient's Position: \_\_\_\_\_

Recipient's Company: \_\_\_\_\_

Recipient's Address: \_\_\_\_\_

Dear Sir/Madam,

## **Introduction:**

We are writing to formally address the matter concerning the business relationship and to propose terms that uphold the professionalism and mutual respect between our organizations. This letter aims to clarify the expectations and responsibilities of all parties involved.

## **Purpose:**

The purpose of this communication is to establish a clear understanding and agreement on the subject matter discussed herein, and to outline the commitments each party shall uphold in accordance with Canadian legal standards.

## **Terms and Conditions:**

1. Compliance: All activities and transactions shall comply with applicable federal, provincial, and municipal laws of Canada.
2. Confidentiality: All confidential information exchanged shall be subject to strict confidentiality obligations.
3. Payment: Payment terms shall be clearly defined and adhered to by all parties.
4. Dispute Resolution: Any disputes arising from this letter or related dealings shall be resolved through negotiation, mediation, or arbitration as mutually agreed.

## **Legal Compliance:**

This letter and its contents are intended to be legally binding under Canadian law. All parties confirm their capacity to enter into this agreement and acknowledge that they have sought or waived the right to seek independent legal advice.

## **Closing:**

We look forward to a positive and productive engagement and trust that this letter serves as a foundation for our continued professional relationship. Should you have any questions or require further clarification, please do not hesitate to contact us.

**Sincerely,**

**Sender's Signature**

**Recipient's Signature**

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

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

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