[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Contract for Delivery of Cotton**

Dear Mr. / Mrs. [Name of the Recipient],

This letter is to make the contract of delivering 5-ton cotton official. The said contract was drawn between our company, [mention Company Name], and your company, [mention Company Name], on [mention Date]. As per the contract, you will be required to deliver 5-ton cotton to our company against a sum of [mention Amount].

In this regard, we will pay you 25% in advance within the next 3 working days. You will have to deliver the 5-ton cotton by the 15th of the next month. After 15 days of the delivery, we will clear your remaining dues.

If you don’t have any objections to the terms and conditions of the contract, make sure to sign this letter and send it back. However, if you have any queries related to this matter, feel free to reach us via the given below contact details.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]