Date:

From,

(Sender’s name)

(Sender’s address)

To,

(Recipient’s name),

(Recipient’s address)

SUBJECT- The contract details for surgical equipments.

Dear sir/ madam,

I, Sender’s name, am writing this letter to intimate you about the clauses of the contract for surgical equipments. As you must be aware of the fact that the surgical equipments are provided on two regards. Firstly, the equipments which persist and secondly, those surgical equipments which are needed to be replaced on a regular basis; both are needed to be provided as per the contract.

The brands which are preferred for the surgical equipments have already been made apparent from our side. Providing surgical equipments of any other companies other than the preferred one would be accounted as a breach of the contract and hence it should be avoided. Moreover, all the surgical equipments are needed to be kept in the sterilised conditions. This clause is one of the most important ones in the contract. Other minor details of contract are very much understandable and perhaps not required to be mentioned.

Yours truly,

(Sender’s name and signature).