Date

*Full Name of Recipient*

*Title*

*Organization*

*Address*

*State and Zip Code*

Dear *prefix + last name*,

As per the Memorandum of Agreement, The *Business Name* is committing to provide an initial forty hours for website development and eight hours per month of a Web Developer’s time to maintain the Organization’s website for the proposed Youth Development Project.

The value of the time of the Web Developer is $50 per hour for a total of $6,400 which is our total commitment to the project. The $50 per hour is our standard billing rate for the Web Developer that will be assigned to the project. It is our understanding that should the Web Developer have to use their personal auto to travel to project sites to take photographs for the website she will be reimbursed for personal auto use by your organization.

The Business will provide monthly statements detailing the time spent by the Web Developer during the month and the specific activities of the Web Developer.

We look forward to working with you on the project as it will have a significant impact on the youth in our community.

Should you have any questions please feel free to contact me.

Sincerely,

*Full Name of Sender*

*Business Owner*