

[Sender's Name]
[Sender's Title]
[Company Name]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]

Re: Summary of Review - [Contract Name/Reference Number]

Dear [Recipient's Name],

I have completed the legal review of the proposed [Contract Type] between [Party A] and [Party B]. Below is a summary of the key terms, identified risks, and recommended actions.

1. Executive Summary

The primary purpose of this agreement is [Briefly state purpose]. Overall, the contract is [Standard/Complex] and aligns with [Project Name/Business Goal].

2. Key Commercial Terms

- **Effective Date:** [Date]
- **Term:** [Duration, e.g., 2 years]
- **Renewal:** [Automatic/Notice required]
- **Financial Obligations:** [Payment amounts, frequency, and late fees]

3. Critical Provisions

- **Termination:** [Conditions for termination and notice periods]
- **Liability and Indemnification:** [Limits of liability and who is responsible for losses]
- **Confidentiality:** [Scope and duration of non-disclosure obligations]
- **Governing Law:** [Jurisdiction/State]

4. Identified Risks and Concerns

- [Risk 1: e.g., Uncapped liability in Section X]
- [Risk 2: e.g., Vague performance milestones]

5. Recommendations and Next Steps

- [Action 1: e.g., Renegotiate the indemnity clause]
- [Action 2: e.g., Request clarification on Exhibit A]

Please let me know if you would like to discuss these points in detail before we proceed to execution.

Sincerely,

[Signature]

[Sender's Printed Name]