

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Subject: Router Service Contract Agreement

Dear [Service Provider's Name],

I hope this letter finds you well. I am writing to formalize our agreement regarding the router services you will be providing for my [home/business] at [address].

****1. Services Provided****

You will provide the following services:

- Installation of the router
- Configuration of router settings
- Technical support for troubleshooting
- Maintenance and updates as needed

****2. Duration of Contract****

This contract will commence on [start date] and will continue until [end date], unless terminated early by either party with [number] days written notice.

****3. Payment Terms****

The total fee for the services rendered will be [amount], payable in [specify payment terms, e.g., monthly, quarterly, or per service].

****4. Responsibilities****

I will ensure that the necessary facilities and access to the premises are available as required during the installation and maintenance processes.

****5. Confidentiality****

Both parties agree to maintain the confidentiality of any sensitive information encountered during the service period.

Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Thank you for your attention to this matter. I look forward to a successful partnership.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Accepted and Agreed by: (Service Provider's Name)]

[Service Provider's Signature]

[Date]