

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: BGSA Agreement

We are pleased to present this Business General Services Agreement (BGSA) to outline the terms and conditions of our partnership.

1. ****Parties Involved****

This Agreement is made between [Your Company Name] ("Service Provider") and [Recipient's Company Name] ("Client").

2. ****Scope of Services****

The Service Provider agrees to provide the following services:

- [Service Description 1]
- [Service Description 2]

3. ****Compensation****

The Client agrees to compensate the Service Provider as follows:

- [Payment Terms]

4. ****Duration****

This Agreement will commence on [Start Date] and shall continue until [End Date].

5. ****Termination****

Either party may terminate this Agreement with [specific notice period] written notice.

6. ****Confidentiality****

Both parties agree to keep all information related to this Agreement confidential.

7. ****Governing Law****

This Agreement shall be governed by the laws of [State/Country].

Please indicate your acceptance of the above terms by signing below.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]

Accepted by:

[Recipient's Signature]

[Recipient's Printed Name]

[Recipient's Position]

[Recipient's Company Name]

[Date]