

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: BGSA Letter for Terms of Service

We are pleased to provide you with the BGSA letter regarding our terms of service, which outlines our agreement and mutual understanding as we embark on a business relationship.

****1. Background****

This section provides context regarding the services to be delivered and the nature of the agreement.

****2. Terms of Service****

- Description of Services
- Duration of Agreement
- Payment Terms
- Confidentiality and Non-Disclosure
- Liability Limitations
- Governing Law

****3. Acceptance****

Please indicate your acceptance of these terms by signing below and returning a copy of this letter.

Thank you for your attention to this matter. We look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Acceptance:

[Recipient Name]

[Recipient Title]

[Date]