

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Service Agreement for Cleaning Services

This letter serves as a formal service agreement between [Your Company Name] and [Contractor's Company Name] for cleaning services. The terms and conditions outlined below will govern the services provided.

****1. Scope of Services****

[Detail the specific cleaning services to be provided, including frequency and locations.]

****2. Compensation****

[Specify payment terms, rate, and schedule for payment.]

****3. Term of Agreement****

[State the start date and duration of the agreement, along with any renewal terms.]

****4. Responsibilities****

[Outline the responsibilities of both parties regarding service execution, equipment, and supplies.]

****5. Termination****

[Specify conditions under which the agreement may be terminated by either party.]

****6. Confidentiality****

[Include any clauses related to confidentiality or non-disclosure.]

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

[State the jurisdiction under which the agreement will be governed.]

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

****Accepted by:****

[Contractor's Signature]

[Contractor's Printed Name]

[Date]