

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: IT Service Agreement

We are pleased to outline the terms and conditions of our IT Service Agreement to provide you with comprehensive IT services tailored to your needs.

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

We will provide the following services:

- [List of services, e.g., Network management, Technical support, Software installation, etc.]

****2. Duration****

This agreement will commence on [Start Date] and will remain in effect until [End Date], unless terminated earlier as per the terms outlined herein.

****3. Fees****

The total fee for services rendered will be [Payment Amount]. Payments will be due on [Payment Schedule].

****4. Responsibilities****

[Your Company Name] agrees to:

- Ensure services are provided in a professional manner.
- Maintain client confidentiality.

The client agrees to:

- Provide access to necessary systems.
- Timely payment of services.

****5. Termination****

Either party may terminate this agreement with [Notice Period] written notice.

****6. Governing Law****

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

Please sign below to indicate your acceptance of this agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

****Accepted by:****

[Client's Signature]

[Date]