

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: FQDN Service Agreement

Dear [Recipient Name],

This letter serves as a formal agreement between [Your Company Name] and [Recipient Company Name] regarding the provision of Fully Qualified Domain Name (FQDN) services.

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

[Detail the specific FQDN services to be provided, including registration, management, renewal, etc.]

2. **\*\*Service Duration\*\***

The term of this agreement shall commence on [Start Date] and shall remain in effect until [End Date], unless terminated earlier in accordance with the provisions herein.

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

[Specify the payment amount, schedule, and method of payment.]

4. **\*\*Responsibilities of Parties\*\***

a. [Your Company Name] shall:

- [List responsibilities]

b. [Recipient Company Name] shall:

- [List responsibilities]

5. **\*\*Confidentiality\*\***

Both parties agree to maintain the confidentiality of proprietary information exchanged during the term of this agreement.

6. **\*\*Termination\*\***

This agreement may be terminated by either party with [Number] days written notice for any reason.

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

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

If you agree to the terms outlined, please sign and return a copy of this letter by [Response Date].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

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[Recipient Name]

[Recipient Title]

[Recipient Company Name]

Date: \_\_\_\_\_