

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: LCMS Service Agreement

This letter serves as a formal agreement between [Your Company Name] and [Recipient Company Name] regarding the provision of Learning Content Management System (LCMS) services.

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

[Briefly describe the services you will provide, e.g., implementation, maintenance, and support of the LCMS.]

**\*\*2. Duration of Agreement\*\***

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

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

The total fee for the services provided will be [Specify Amount], payable as follows: [Detail payment schedule, e.g., upfront, monthly, etc.].

**\*\*4. Confidentiality\*\***

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

**\*\*5. Termination\*\***

Either party may terminate this agreement with [Number] days' written notice if the other party fails to fulfill its obligations under this agreement.

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

This agreement shall be governed by and construed in accordance with the laws of [State/Country].

Please sign below to acknowledge acceptance of these terms and return a copy of this letter for our records.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

**\*\*Accepted and Agreed:\*\***

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[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Date]