

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Service Agreement

This letter serves as a formal agreement between [Your Company Name] and [Recipient's Company Name] regarding the provision of services as detailed below:

1. ****Services Provided****:
 - [Description of services to be provided]
 - [Any additional details or specifications]
2. ****Duration of Agreement****:
 - This agreement will commence on [Start Date] and continue until [End Date] unless terminated earlier in accordance with the terms herein.
3. ****Compensation****:
 - The total fee for the services will be [Dollar Amount], payable [Payment Terms].
4. ****Responsibilities****:
 - [Your Company Name] will be responsible for [Your Responsibilities].
 - [Recipient's Company Name] will be responsible for [Recipient's Responsibilities].
5. ****Termination Clause****:
 - Either party may terminate this agreement with written notice of [Number of Days] days.
6. ****Confidentiality****:
 - Both parties agree to maintain confidentiality regarding proprietary information exchanged during the term of this agreement.

Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Accepted and agreed to by:

[Recipient Name]
[Recipient Title]
[Company Name]
[Date]