

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Service Agreement for [Service Description]

We are pleased to present you with our proposal for a service agreement regarding [briefly describe the service or project].

****Service Details**:**

- ****Scope of Services**:** [Detailed description of services to be provided]

- ****Duration of Agreement**:** [Start date] to [End date]

- ****Compensation**:** [Payment terms and amounts]

****Responsibilities**:**

- ****Your Responsibilities**:** [List any expectations from the recipient]

- ****Our Responsibilities**:** [List your obligations]

****Confidentiality**:**

Both parties agree to maintain confidentiality regarding any proprietary information shared during this agreement.

****Termination**:**

This agreement may be terminated by either party with [notice period] notice, under the following conditions: [specify conditions if applicable].

Please review the attached terms and conditions in detail. If everything aligns with your expectations, kindly sign and return one copy of this letter to indicate your acceptance.

Thank you for considering this agreement. We look forward to a mutually beneficial partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Attachments: Terms and Conditions]