

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Terms of Service Agreement

We are pleased to present our updated Terms of Service, effective [Effective Date]. Please find the key details and conditions outlined below:

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

[Briefly describe the services provided]

2. **\*\*User Responsibilities\*\***

[Outline user responsibilities]

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

[Detail payment processes and terms]

4. **\*\*Termination Conditions\*\***

[Explain conditions under which the agreement can be terminated]

5. **\*\*Dispute Resolution\*\***

[Describe dispute resolution process]

We encourage you to review the full Terms of Service document available at [Insert URL or location]. Your continued use of our services signifies your acceptance of these terms.

If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]