

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: PBX Service Agreement

We are pleased to offer this PBX Service Agreement to [Recipient's Company Name]. This agreement outlines the terms and conditions of the PBX services that [Your Company Name] will provide.

1. ****Service Description****

[Briefly describe the PBX services to be provided.]

2. ****Effective Date****

This agreement shall be effective from [Start Date] and will continue until [End Date], unless terminated as provided herein.

3. ****Fees and Payment Terms****

[Specify the fees, payment schedule, and any applicable taxes.]

4. ****Service Level Agreement (SLA)****

[Outline the expected service levels, including uptime and support response times.]

5. ****Termination****

[Provide terms under which either party may terminate the agreement.]

6. ****Confidentiality****

[State confidentiality obligations of both parties.]

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

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

Please review the enclosed document and, if acceptable, sign and return a copy to initiate our partnership.

Thank you for choosing [Your Company Name] as your PBX service provider.

We look forward to a mutually beneficial relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Enclosure: PBX Service Agreement]