

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[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

1. ****Introduction****

This letter serves as a formal service agreement between [Your Company Name] and [Recipient's Company Name].

2. ****Scope of Services****

[Outline the services to be provided, including any specific tasks or responsibilities.]

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

[Detail the payment structure, including amounts, payment schedule, and accepted payment methods.]

4. ****Duration of Agreement****

[Specify the duration of the agreement, including start and end dates.]

5. ****Confidentiality****

[Include any confidentiality clauses pertinent to the agreement.]

6. ****Termination Conditions****

[Describe the conditions under which the agreement may be terminated by either party.]

7. ****Acceptance****

Please sign below to indicate your acceptance of this service agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Signature (if sending a hard copy)]

****Acceptance:****

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Date]

[Optional: Additional terms and conditions]