

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Subject: Service Contract Agreement

Dear [Recipient Name],

We are pleased to present to you our service contract proposal in accordance with our previous discussions. Please find below the terms and conditions of our proposed agreement:

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

- [Detail the services to be provided]

2. ****Contract Duration****

- [Specify the start date and end date of the contract]

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

- [Outline the payment schedule and terms]

4. ****Scope of Work****

- [List the specific responsibilities of each party]

5. ****Confidentiality****

- [Mention any confidentiality requirements]

6. ****Termination Clause****

- [Specify the terms under which the contract may be terminated]

7. ****Signatures****

- [Provide space for signatures of both parties]

Thank you for considering this proposal. We look forward to your favorable response and to beginning a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]