

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

Subject: Service Agreement for Social Work Services

This letter serves as a formal agreement between [Your Organization] and [Client's Name] regarding the provision of social work services.

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

[Briefly describe the services to be provided, including any assessments, counseling, case management, etc.]

2. **\*\*Duration\*\***

This agreement will commence on [start date] and will continue until [end date] or until terminated by either party with [notice period].

3. **\*\*Confidentiality\*\***

Both parties agree to maintain confidentiality regarding all information shared during the course of services.

4. **\*\*Fees\*\***

[Outline the fees for services, payment schedule, and accepted payment methods.]

5. **\*\*Termination\*\***

Either party may terminate this agreement with written notice of [notice period].

Please sign and return a copy of this agreement to indicate your acceptance of the terms outlined above.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]

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[Client's Name]

[Date]