

[Your Company Logo]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

Dear [Client Name],

Subject: Service Agreement

We are pleased to provide the following service agreement tailored to your needs. This document outlines the terms, responsibilities, and expectations for the services we will provide.

1. **\*\*Services Provided\*\***

[Description of services to be rendered]

2. **\*\*Timeline\*\***

[Project timeline and key milestones]

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

[Fees, payment schedule, and any deposit information]

4. **\*\*Confidentiality\*\***

[Confidentiality obligations of both parties]

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

[Conditions under which the agreement may be terminated]

6. **\*\*Acceptance\*\***

Please sign below to indicate your acceptance of this service agreement. We look forward to working together and are committed to delivering the highest quality service.

Best regards,

[Your Name]  
[Your Title]  
[Your Company Name]

-----  
(Client Signature)

[Client Name]  
[Date]

-----  
(Your Signature)

[Your Name]  
[Date]