

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Service Agreement

I hope this letter finds you well. We are pleased to present the following service agreement between [Your Company Name] and [Recipient Company Name]. This agreement outlines the services to be provided, terms of engagement, and mutual responsibilities.

****1. Scope of Services:****

[Describe the services being provided]

****2. Duration of Agreement:****

[Specify start and end dates]

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

[Detail payment structure and due dates]

****4. Responsibilities:****

a. [Your Company Name]: [List responsibilities]

b. [Recipient Company Name]: [List responsibilities]

****5. Confidentiality Clause:****

[Outline confidentiality agreements, if applicable]

****6. Termination:****

[Conditions under which the agreement can be terminated]

Please sign and return a copy of this letter to indicate your agreement to these terms. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for the opportunity to work together. We look forward to a successful partnership.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]