

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

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

Dear [Recipient Name],

Subject: Service Agreement for [Describe Service]

I hope this letter finds you well. I am writing to formalize our agreement regarding the [specific service] to be provided by [Your Company Name] to [Recipient's Company Name].

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

[Describe the services to be provided in detail, including any specific deliverables, timelines, and expectations.]

2. ****Compensation****:

[Detail the payment terms, including amount, payment schedule, and any other pertinent financial information.]

3. ****Duration****:

[Specify the effective date of the agreement and the duration, noting any conditions for renewal.]

4. ****Confidentiality****:

[Include any confidentiality agreements, if applicable.]

5. ****Termination****:

[Provide terms under which either party may terminate the agreement.]

We look forward to working with you on this project and believe that our collaboration will yield positive results. Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above.

Thank you for your attention to this matter. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

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

[Enclosure: Service Agreement]