

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Service Agreement for YKT Services

We are pleased to present this service agreement between [Your Company Name] and [Recipient Company Name] for the provision of YKT services. This agreement outlines the terms and conditions under which the services will be rendered.

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

[Describe the specific services to be provided]

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

This agreement shall commence on [Start Date] and shall continue until [End Date], unless terminated earlier in accordance with the terms herein.

3. ****Compensation****

[Detail the payment terms, including rates and payment schedule]

4. ****Responsibilities****

- [Your Company Responsibilities]
- [Recipient Company Responsibilities]

5. ****Confidentiality****

Both parties agree to maintain the confidentiality of proprietary information exchanged during the term of this agreement.

6. ****Termination****

This agreement may be terminated by either party upon [Number of Days] written notice to the other party.

7. ****Governing Law****

This agreement shall be governed by and construed in accordance with the laws of [State/Country].

Please review this agreement thoroughly. If acceptable, please sign and return a copy to us by [Return Date].

Thank you for your attention to this matter. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Enclosure: Service Agreement]