

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: LLC Service Agreement

I am writing to propose an LLC Service Agreement between [Your LLC Name] and [Recipient's Company Name]. This agreement will outline the terms and conditions under which services will be provided.

Key terms of the agreement include:

- Services Offered: [Briefly describe services]
- Compensation: [Outline payment terms]
- Duration of Agreement: [Start and end dates]
- Termination: [Conditions for termination]

Please review this proposal, and let me know if you have any questions. I look forward to your positive response to formalize our agreement.

Best regards,

[Your Name]
[Your Title]
[Your LLC Name]