

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Service Agreement

We are pleased to propose a service agreement between [Your Company Name] and [Recipient Company Name] to provide [describe services] as detailed below.

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

- [Detail the services to be provided]

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

- This agreement will commence on [start date] and continue until [end date/indefinitely].

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

- [Outline payment terms, rates, and invoicing schedule]

4. ****Termination Clause:****

- [Specify terms for termination of agreement]

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

- [Detail confidentiality agreements if applicable]

6. ****Governing Law:****

- This agreement shall be governed by the laws of [State/Country].

Please review the terms outlined above and feel free to reach out if you have any questions or require any modifications. We look forward to the possibility of working together and establishing a successful relationship.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]

Enclosure: [Any supporting documents, if applicable]