

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Service Agreement

We are pleased to present this Service Agreement between [Your Company Name] and [Recipient Company Name]. This agreement outlines the terms and conditions under which [Your Company Name] will provide services to [Recipient Company Name].

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

[Detailed description of the services to be provided.]

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

[Start date] to [End date]

3. **\*\*Compensation\*\***

[Outline payment terms and amounts.]

4. **\*\*Responsibilities\*\***

[List responsibilities of both parties.]

5. **\*\*Confidentiality\*\***

[Outline confidentiality terms.]

6. **\*\*Termination\*\***

[Conditions under which the agreement can be terminated.]

Please sign below to indicate your acceptance of the terms of this Service Agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

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Signature: \_\_\_\_\_

Name: [Recipient Name]

Title: [Recipient Title]

Date: \_\_\_\_\_