

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Service Agreement Confirmation

We are pleased to confirm our service agreement with you. Below are the details pertaining to the agreement:

****Service Description:****

[Detail the services being provided]

****Agreement Start Date:****

[Start Date]

****Duration of Agreement:****

[Duration]

****Payment Terms:****

[Payment Schedule, Amount, and Method]

****Responsibilities:****

[Outline the responsibilities of both parties]

****Termination Clause:****

[Details on how the agreement can be terminated]

Please review the above details and confirm your acceptance by signing below.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

****Confirmation of Agreement****

I, [Client's Name], hereby accept the terms outlined in this service agreement.

Signature: _____

Date: _____