

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: VMware Service Agreement

We are pleased to confirm the service agreement between [Your Company Name] and [Recipient Company Name] for VMware services. This agreement outlines the terms and conditions under which we will provide the specified services.

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

- Description of services provided (e.g., installation, configuration, support)
- Duration of services

****2. Payment Terms****

- Total fee
- Payment schedule

****3. Responsibilities****

- [Your Company Name] responsibilities
- [Recipient Company Name] responsibilities

****4. Confidentiality****

- Agreement to maintain confidentiality of shared information

****5. Termination Clause****

- Conditions under which either party can terminate the agreement

Please review the attached detailed service agreement. If you agree with the terms, kindly sign and return a copy by [return date].

We look forward to working together to enhance your VMware experience.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Attachment: Detailed Service Agreement]