

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Service Agreement

This letter serves as a formal agreement between [Your Company Name] ("Service Provider") and [Recipient Company Name] ("Client") regarding the provision of [describe services] starting from [start date] to [end date].

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

[Detail the specific services to be provided.]

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

[Outline payment structure, including amounts, due dates, and methods of payment.]

**\*\*3. Termination Clause\*\***

[Describe conditions under which the agreement can be terminated by either party.]

**\*\*4. Confidentiality\*\***

[Include any confidentiality requirements or terms.]

**\*\*5. Governing Law\*\***

[Specify the jurisdiction that will govern the agreement.]

Please acknowledge your acceptance of this agreement by signing below and returning a copy to us by [deadline for acceptance].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

**\*\*Acceptance of Agreement\*\***

I, [Recipient Name], on behalf of [Recipient Company Name], hereby accept the terms outlined in this Service Agreement.

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[Recipient Name]

[Recipient Title]

[Date]