Agency Appointment Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

[Client Name]

[Client Address]

[City, State ZIP Code]

Dear [Client Name],

I am writing to confirm our recent discussions regarding my appointment as your agency for [type of services]. This letter serves as an agreement between us that outlines the terms and conditions of our working relationship.

Effective [start date], I will assume the responsibilities of [type of services] on your behalf. The scope of my services will include [list of services] and any other services that we may agree upon in writing from time to time.

Our agreement will be for a period of [duration] and will automatically renew for successive [duration] periods unless either party provides written notice of termination at least [notice period] days prior to the end of the current term. The fees for my services will be [fee structure], which we have discussed and agreed upon in advance.

I will exercise my best efforts to provide you with high-quality services in a timely and professional manner. I will keep you informed of any significant developments that may affect the services I provide, and I will promptly respond to any requests or inquiries you may have.

I appreciate the trust you have placed in me, and I look forward to working with you. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

[Your Name]