

Service Contract Intent Template

Subject: Intent to Engage Services - [Project/Service Type]

Dear [Service Provider],

I hope this email finds you well. Following our discussion about [Project/Service Description], I am writing to formalize my intent to engage your services for [Specific Project/Ongoing Services].

Project Scope:

[Detailed description of work to be performed, deliverables, timelines, and expectations]

Budget and Terms:

- Estimated Budget: [Amount/Range]
- Payment Terms: [Payment Schedule]
- Project Timeline: [Start Date] to [Completion Date]
- Performance Metrics: [Specific Deliverables/KPIs]

Next Steps:

Please provide a detailed proposal including:

- Comprehensive scope of work
- Detailed timeline with milestones
- Resource allocation and team members
- Terms and conditions
- References from similar projects

I am prepared to move forward quickly upon receipt of your proposal and look forward to a successful collaboration. Please confirm receipt of this letter and your estimated timeline for proposal submission.

Thank you for your time and consideration.

Best regards,

[Your Name and Title]

[Company Name]

[Contact Information]

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