

Service Agreement Letter

Subject: Agreement for Provision of Services

Dear [Client Name],

This letter confirms that [Your Company/Name] will provide [specific services] to [Client Name] starting from [Date]. The terms include:

- Service scope: [Details]
- Fees and payment schedule: [Details]
- Duration of service: [Start Date] to [End Date]
- Confidentiality and liability clauses: [Details]

Please confirm acceptance by signing and returning a copy.

Sincerely,

[Your Name]

[Title]

[Company Name]

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