

# Service Agreement Template

[Client's Name]

[Client's Address]

Dear [Client's Name],

Re: Service Agreement

This Service Agreement ("Agreement") outlines the terms and conditions of the services to be provided by [Your Company] to [Client's Company]. The Agreement is effective from [Start Date] and will remain in effect until the completion of services.

Key Provisions:

1. Description of Services
2. Scope of Work
3. Fees and Payment Terms
4. Timeline for Completion
5. Confidentiality and Non-Disclosure
6. Termination Clause

For a comprehensive understanding of our service arrangement, please review the attached Service Agreement. If you have any questions or require further information, please don't hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for entrusting [Your Company] with your service needs.

Sincerely,

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