

Professional agreement for service provision

Subject: Agreement for Services

Dear [Service Provider's Name],

This letter serves as an agreement between [Client Name] and [Service Provider Name] regarding the provision of [specific services] starting on [start date] and concluding on [end date]. Both parties agree to the following terms and conditions:

1. Scope of Services: [Detailed description of services].
2. Payment Terms: [Amount, schedule, method].
3. Responsibilities: [Client and service provider responsibilities].
4. Confidentiality: Any information shared during the term of this agreement shall remain confidential.
5. Termination: This agreement may be terminated by either party with [number] days' written notice.

By signing this letter, both parties confirm their acceptance and understanding of all terms stated herein.

Sincerely,

[Client Name]

[Service Provider Name]

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