

Professional Service Agreement Template

Subject: Memorandum of Agreement - Professional Services

Dear [Service Provider],

This correspondence establishes a Memorandum of Agreement between [Your Organization] and [Service Provider] for professional services commencing [Start Date].

Scope of Services:

[Service Provider] agrees to provide [detailed description of services] in accordance with industry standards and best practices.

Terms and Conditions:

- Service period: [duration]
- Payment terms: [payment schedule and amounts]
- Deliverables: [specific outputs expected]
- Performance metrics: [measurable outcomes]

Quality assurance measures include regular progress reviews and milestone evaluations. Either party may terminate this agreement with [notice period] written notice.

This MOA shall remain in effect until superseded by a formal contract or terminated by mutual consent.

Please confirm your acceptance by returning a signed copy within five business days.

Best regards,

[Your Name]

[Position]

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