

# Service Agreement Acceptance Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally acknowledge and accept the terms outlined in the Service Agreement dated [Date of Service Agreement] between [Your Company Name] and [Recipient's Company Name].

This letter serves as my official acceptance of the terms and conditions presented in the agreement.

I have thoroughly reviewed the Service Agreement and am in agreement with all the terms and provisions outlined therein. I fully understand my obligations and responsibilities as well as the commitments and services to be provided by [Your Company Name].

I assure you that [Your Company Name] is committed to upholding the highest standards of service excellence and meeting all the expectations set forth in the agreement. We are confident that our partnership will be mutually beneficial and contribute positively to the success of both our organizations.

Please consider this letter as an official record of my acceptance of the Service Agreement. I kindly request that you countersign a copy of this letter and return it to me for our records.

If you require any further information or have any questions regarding the agreement, please do not

hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for the opportunity to collaborate and provide our services. We look forward to a productive and successful partnership.

Sincerely,

[Your Full Name]

[Your Title]

[Your Company Name]

[Your Signature (if sending a physical letter)]

Enclosure: Signed copy of the Service Agreement Acceptance Letter