

Service Agreement Letter

Subject: Service Agreement Between [Your Company] and [Client Company]

Dear [Client Representative],

This letter serves to formalize the service agreement between [Your Company] and [Client Company] for the provision of [specific services]. We appreciate the opportunity to work with your organization and are committed to delivering exceptional results.

Scope of Services: [Your Company] will provide [detailed description of services, deliverables, specifications]. Services will be rendered in accordance with industry standards and mutually agreed-upon quality benchmarks.

Term and Compensation: This agreement commences on [start date] and continues until [end date] or project completion. The total fee for services is [amount], payable according to the following schedule: [payment terms]. Additional services beyond the defined scope will be quoted separately.

Performance Standards: We guarantee [specific performance metrics, response times, quality standards]. Regular progress reports will be provided [frequency], and a designated account manager will be your primary point of contact.

Either party may terminate this agreement with [notice period] written notice. Upon termination, [Your Company] will be compensated for all work completed through the termination date.

Please sign below to authorize commencement of services.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Get more templates here:

<https://www.lettersandtemplates.com/letters/business-agreement-letter-between-two-companies>