

IT Infrastructure Maintenance Agreement

Date: [Insert Date]

To: [Client Name]

[Client Address]

Dear [Client Name],

This letter serves as a formal agreement for IT Infrastructure Maintenance services provided by [Your Company Name] to [Client Name]. The terms and conditions of the maintenance agreement are outlined below:

1. Scope of Services

[Detail the specific IT infrastructure services to be provided, including equipment covered, support hours, etc.]

2. Duration

This agreement will commence on [Start Date] and will continue until [End Date], unless terminated by either party with [number] days written notice.

3. Fees

The total cost for the services rendered will be [Insert Amount], payable [monthly/quarterly/annually].

4. Responsibilities

Both parties agree to their respective responsibilities as detailed in this agreement.

5. Confidentiality

Both parties agree to keep confidential any proprietary information shared during the term of this agreement.

If you agree to the terms outlined above, please sign and return a copy of this agreement.

Thank you for choosing [Your Company Name] for your IT Infrastructure Maintenance needs.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]

Agreed and Accepted by:

[Client Name]
[Client Title]
[Client Company Name]
Signature: _____