

Service Terms and Conditions Breakdown

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We appreciate your interest in our services. Below are the terms and conditions pertaining to the service provided:

1. Scope of Services

[Describe the services offered in detail.]

2. Payment Terms

[Outline the payment structure including due dates and accepted payment methods.]

3. Responsibilities

[List the responsibilities of both parties.]

4. Termination Clause

[Describe the conditions under which services may be terminated.]

5. Limitation of Liability

[State any limitations regarding liability for both parties.]

6. Governing Law

[Specify the jurisdiction and laws that apply.]

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]