

Scope of Work for Third-Party Vendor Engagement

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Scope of Work Agreement

Dear [Vendor Contact Name],

We are pleased to engage your services for the project [Project Name]. Below is the scope of work that outlines the responsibilities and deliverables expected from your team.

1. Project Overview

[Brief description of the project and its objectives.]

2. Scope of Work

- [Task 1 Description]
- [Task 2 Description]
- [Task 3 Description]

3. Deliverables

The following deliverables are expected from your team:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

4. Timeline

The project is expected to start on [Start Date] and conclude by [End Date].

5. Payment Terms

Payments will be made according to the following schedule:

- [Payment 1 Details]

- [Payment 2 Details]

6. Terms and Conditions

[Include any relevant terms and conditions associated with the engagement.]

If you agree with the terms outlined above, please sign and return this letter by [Response Deadline].

Thank you for your cooperation. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]