

# Vendor Service Ongoing Agreement

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

This letter serves as an ongoing agreement between [Your Company Name] and [Vendor Name] for the provision of services as outlined below:

## Scope of Services

[Detail the scope of services provided by the vendor.]

## Terms of Agreement

1. Duration: This agreement shall commence on [Start Date] and continue until terminated by either party with [notice period].
2. Payment Terms: Payments will be made on a [weekly/bi-weekly/monthly] basis, as per the agreed rate of [Insert Amount].
3. Responsibilities: Both parties agree to uphold their responsibilities as detailed in this agreement.

## Termination Clause

This agreement may be terminated by either party upon [number] days written notice.

We appreciate your services and look forward to a mutually beneficial relationship.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]