

User Agreement for Service Delivery Terms

Date: [Insert Date]

To: [User's Name]

[User's Address]

Dear [User's Name],

We are pleased to inform you that you have been accepted to receive services through [Agency Name]. This letter serves as your User Agreement for the terms and conditions related to service delivery. Please review the following terms:

1. Service Description

[Briefly describe the services to be provided]

2. Responsibilities of the User

1. [User Responsibility 1]
2. [User Responsibility 2]
3. [User Responsibility 3]

3. Responsibilities of the Agency

1. [Agency Responsibility 1]
2. [Agency Responsibility 2]
3. [Agency Responsibility 3]

4. Confidentiality

Both parties agree to maintain confidentiality concerning all information shared during the service delivery.

5. Agreement Duration

This agreement will commence on [Start Date] and will continue until [End Date] or until terminated by either party with [Notice Period] notice.

6. Signatures

Please sign below to indicate your acceptance of the terms outlined in this agreement.

[User's Name]

[Agency Representative Name]

[Agency Name]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]