

Service Transfer Agreement

Date: [Insert Date]

From:

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal agreement for the transfer of services from [Current Service Provider/Party Name] to [New Service Provider/Party Name]. The details of the services being transferred are as follows:

- Service Description: [Insert Description]
- Service Start Date: [Insert Date]
- Service End Date: [Insert Date]
- Transfers Terms: [Insert Terms]

Both parties agree to the terms of this transfer as outlined above. Please sign and return a copy of this letter as acknowledgment of your agreement.

Sincerely,

[Your Name]
[Your Title]

Signature: _____

Date: _____