

Contract Drafting Service Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Address]

[Client's City, State, Zip Code]

Subject: Contract Drafting Services Agreement

Dear [Client's Name],

Thank you for considering our services for your contract drafting needs. This letter outlines the terms and conditions under which we will provide our services.

Scope of Services

We will provide comprehensive contract drafting services, including but not limited to:

- Consultation to understand your requirements
- Drafting of the contract
- Revision and editing as per your feedback

Fees

The total fee for the services will be [amount], payable as follows:

- [Payment terms, e.g., deposit, installment, etc.]

Timeline

We anticipate completing the initial draft by [date], with further revisions to follow based on your feedback.

Acceptance

Please indicate your acceptance of this agreement by signing below and returning a copy to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acceptance

[Client's Name]

Date: _____