

Out-of-Area Service Provision Agreement

Date: _____

From: _____

Address: _____

To: _____

Address: _____

Subject: Agreement for Out-of-Area Service Provision

Dear [Recipient's Name],

This letter serves as an agreement between [Your Company Name] and [Recipient's Company Name] for the provision of services outside of the agreed area in accordance with our discussions on [Date of Discussion].

Terms of Agreement:

- **Service Description:** [Description of services to be provided]
- **Duration:** [Start Date] to [End Date]
- **Fees:** [Total fee for services, payment schedule]
- **Responsibilities:** [Outline responsibilities of both parties]

If you agree to the terms outlined above, please sign and return a copy of this letter by [Response Deadline]. This agreement will be effective upon receipt of the signed copy.

Thank you for your cooperation. We look forward to working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

Date: _____