

# Terms of Service Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to share with you our Terms of Service for [Software Name], effective as of [Effective Date]. This document outlines the terms that govern your access to and use of our software and services.

## 1. Acceptance of Terms

By accessing or using [Software Name], you agree to be bound by these Terms of Service and our Privacy Policy.

## 2. Changes to Terms

We may modify these Terms from time to time. We will notify you of any substantial changes through email or notice on our website.

## 3. User Responsibilities

As a user, you agree to comply with all applicable laws and regulations while using [Software Name].

## 4. Limitation of Liability

[Company Name] shall not be liable for any indirect, incidental, or consequential damages arising from your use of [Software Name].

## 5. Governing Law

These Terms shall be governed by the laws of [State/Country].

If you have any questions regarding these Terms of Service, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]