

Service Contract Finalization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we are ready to finalize the service contract between [Your Company Name] and [Recipient Company Name]. After our recent discussions and subsequent negotiations, we believe we have reached a mutual agreement on the terms outlined in the proposed contract.

Please find attached the finalized contract for your review and signature. We kindly ask that you return a signed copy by [Insert Date] to ensure the timely commencement of our services.

If you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your cooperation, and we look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]