

Custom Services Agreement Initiation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to initiate the Custom Services Agreement between [Your Company] and [Recipient Company]. This agreement sets forth the terms and conditions for the services as discussed during our previous meetings.

Enclosed please find the draft of the agreement for your review. We invite you to provide any feedback or suggestions by [Insert Feedback Deadline]. Once we have your approval, we can proceed with finalizing the document for signature.

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

Sincerely,

[Your Signature]
[Your Typed Name]
[Your Position]
[Your Company]