

# Supplier Proposal for Service Agreement

## Sender's Name

Sender's Position

Company Name

Company Address

City, State, Zip Code

Email Address

Phone Number

Date

## Recipient's Name

Recipient's Position

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

We are pleased to submit our proposal for the service agreement to provide [specific services] to [Recipient's Company Name]. We believe our services will bring exceptional value to your organization and contribute to your business objectives.

## Scope of Services

Our proposed services include:

- [Service 1]
- [Service 2]
- [Service 3]

## Pricing

The total cost for our services will be [total amount] per [time period]. This includes [brief breakdown of costs and any additional fees].

## Timeline

We anticipate commencing services on [start date] and expect to complete the project by [end date].

## Terms and Conditions

We propose the following terms for the service agreement:

- [Term 1]
- [Term 2]
- [Term 3]

We are excited about the opportunity to work with [Recipient's Company Name] and are confident that our services will meet your expectations. Please feel free to contact me directly at [phone number] or [email address] if you have any questions or need further information.

Thank you for considering our proposal. We look forward to the possibility of collaborating.

Sincerely,

**Sender's Name**  
Sender's Position  
Company Name