

Service Arrangement for Project Management

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm our agreement regarding the service arrangement for project management services for [Project Name]. This letter outlines the terms and conditions under which we will collaborate to ensure the project's successful execution.

Scope of Services

We will provide the following services:

- Project planning and scheduling
- Resource allocation and management
- Risk assessment and mitigation
- Progress monitoring and reporting

Timeline

The project is expected to commence on [Start Date] and conclude by [End Date].

Payment Terms

The total fee for our services will be [Total Amount], payable as follows:

- Initial payment of [Amount] upon signing
- Subsequent payments of [Amount] upon reaching agreed milestones

Confidentiality

Both parties agree to maintain confidentiality regarding the proprietary information exchanged during this project.

Acceptance

If you agree to the terms outlined in this letter, please sign and return a copy by [Response Deadline].

We look forward to working together on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Date]