

# Passive Service Relationship Establishment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

## **[Recipient's Name]**

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally establish a passive service relationship between [Your Company/Organization Name] and [Recipient's Company/Organization Name]. We believe that our cooperation can be mutually beneficial and aligned with our organizational goals.

As per our discussions, we are looking forward to [briefly outline the scope of the services or collaboration]. This relationship will involve [mention any specific terms or conditions, if applicable].

We believe that by working together, we can [mention the expected outcomes or benefits]. Our team is committed to supporting this relationship and ensuring successful collaboration.

Please feel free to reach out for any clarification or further discussion regarding this initiative. We look forward to your positive response.

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]