

Service Agreement for Travel Agency Collaboration

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are pleased to confirm the collaboration between [Your Company Name] and [Recipient Company Name] under this service agreement. This agreement outlines the roles, responsibilities, and expectations for both parties involved in this partnership.

1. Services Provided

[Detail the services provided by both parties, including any specific packages or discounts to be offered.]

2. Duration of Agreement

This agreement will commence on [Start Date] and will continue until [End Date], unless terminated earlier as per the terms outlined.

3. Compensation

The compensation terms are as follows: [Detail payment terms, commission structures, or any fees incurred.]

4. Confidentiality

Both parties agree to maintain confidentiality regarding proprietary information shared during the collaboration.

5. Termination

This agreement may be terminated by either party with [number of days] written notice to the other party.

If you agree to the terms outlined above, please sign below and return a copy of this letter to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted by:

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Date]