

# Contract Request for Personal Assistant Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Personal Assistant Contract**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the preparation of a contract for personal assistant services to be provided by [Assistant's Name].

As we discussed, [Assistant's Name] will be assisting with [specific tasks or responsibilities]. I believe that having a formal contract in place will clarify the terms and ensure a mutually beneficial working arrangement.

Please let me know if you require any further information or have specific terms that you'd like to include in the contract. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]