

# Service Agreement Alignment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the alignment of our service agreement regarding [specific services or project name]. This letter outlines our mutual understanding and the terms we agreed upon during our recent discussions.

## Agreement Details:

- Service Description: [Description of services]
- Duration of Agreement: [Start Date] to [End Date]
- Payment Terms: [Payment details]
- Responsibilities: [Outline responsibilities of both parties]

We trust that this letter aligns with your understanding, and we look forward to working together effectively. Please sign and return a copy of this letter if you agree with the terms outlined above.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted:

[Signature Line]

[Recipient's Name]

[Recipient's Title]

[Date]