

# Service Agreement Terms Communication

Date: [Insert Date]

To: [Client Name]

From: [Your Company Name]

Subject: Service Agreement Terms

Dear [Client Name],

We are pleased to present the terms of the service agreement between [Your Company Name] and [Client Name]. Below are the key terms and conditions:

## 1. Scope of Services

[Description of Services to be provided]

## 2. Duration of Agreement

This agreement will commence on [start date] and will continue until [end date/conditions for termination].

## 3. Payment Terms

The total fee for the services will be [specify amount], payable [insert payment schedule].

## 4. Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary information exchanged during the term of this agreement.

## 5. Governing Law

This agreement shall be governed by the laws of [insert jurisdiction].

Please review the terms outlined above and feel free to reach out with any questions or clarifications. We look forward to your confirmation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]