

Contract Proposal for Service Agreement

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient Name],

I am writing to propose a service agreement between [Your Company Name] and [Recipient Company Name] for [describe the services to be provided].

Scope of Services:
[Detail the services to be rendered, including deliverables, timelines, and expectations.]

Fees:
[Specify the fees, payment terms, and any other financial details.]

Term:
[State the duration of the agreement and conditions for renewal or termination.]

Please let me know if you have any questions or would like to discuss this proposal further. I am looking forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]