

Proposal Intent for Service Agreement

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to express my intent to propose a service agreement between [Your Company Name] and [Recipient Company Name]. We believe that our services can greatly benefit your organization, particularly in [briefly describe area of service].

Our team has extensive experience in [mention relevant experience], and we are committed to delivering high-quality solutions tailored to meet your specific needs.

We would be grateful for the opportunity to discuss this proposal in further detail and explore how we can collaborate effectively. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to schedule a meeting at your convenience.

Thank you for considering this proposal. We look forward to the possibility of working together.

Sincerely,

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