

Outside Maintenance Agreement

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

This letter serves as a formal agreement between [Your Company Name] and [Client's Name] for the provision of outside maintenance services.

Scope of Services

We will provide the following services:

- Lawn care and landscaping
- Snow removal
- Regular cleaning of outdoor areas
- Tree trimming and planting

Terms of Agreement

This agreement will commence on [Start Date] and will continue until [End Date], unless terminated by either party with a written notice of [Notice Period].

Payment Structure

The total cost for the maintenance services will be [Insert Amount] payable [Monthly/Quarterly/Annually]. Payment is due on the [Due Date] of each period.

Contact Information

If you have any questions or require further information, please contact us at:

[Your Company Phone Number]

[Your Company Email Address]

Thank you for choosing [Your Company Name]. We look forward to providing exceptional service.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]