

# Business Offer Letter for Service Agreement

Date: [Insert Date]

To,  
[Client Name]  
[Client Designation / Company]  
[Client Address]  
[City, State, ZIP]

Dear [Client Name],

Subject: **Offer Letter for Provision of Services**

We at [Your Company Name] are pleased to submit our proposal to provide [Description of Services] to [Client Company Name]. The purpose of this letter is to formally outline the terms and conditions for our engagement, ensuring expectations are met and responsibilities clearly defined.

## Scope of Services

- [Detailed description of the services offered]
- [Additional tasks/responsibilities, if any]

## Terms & Conditions

- **Service Period:** [Start Date] to [End Date or "Ongoing"]
- **Fees & Payment:** [Total amount or hourly/daily rate, payment terms]
- **Delivery Schedule:** [Key milestones or delivery timelines]
- **Mutual Obligations:** [Outline client and company obligations]
- **Confidentiality:** [Brief confidentiality commitment]
- **Termination Clause:** [Notice period and termination conditions]

We are committed to delivering services to the highest standards and establishing a mutually beneficial professional relationship. Please find attached a detailed service agreement template for your review and customization. Should you have any questions or require adjustments to the agreement, do not hesitate to contact us.

We look forward to your favorable response and a successful collaboration.

Sincerely,  
[Your Name]  
[Your Designation]  
[Your Company Name]  
[Contact Information]

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## Sample Service Agreement

This **Service Agreement** is made on [Date] between:

1. [Service Provider Name], with its principal office at [Service Provider Address], ("Service Provider"),  
and
2. [Client Name], with its principal office at [Client Address], ("Client").

### 1. Scope of Services

The Service Provider agrees to perform the following services for the Client:  
- [List all services in detail]

### 2. Fees and Payment Terms

The Client shall pay the Service Provider [total amount, payment schedule, methods, and terms].

### 3. Term and Termination

This Agreement shall commence on [Start Date] and remain in effect until [End Date/Completion/Ongoing], unless terminated earlier by either party with [X days] written notice.

#### **4. Confidentiality**

Both parties agree to keep all proprietary information strictly confidential.

#### **5. Liability**

The Service Provider shall not be liable for any indirect or consequential damages arising out of this agreement.

#### **6. Governing Law**

This Agreement shall be governed by the laws of [State/Country].

IN WITNESS WHEREOF, the parties have executed this Service Agreement as of the date first written above.

**Service Provider:** \_\_\_\_\_

**Client:** \_\_\_\_\_

**Date:** \_\_\_\_\_