

SERVICE LETTER

To Whom It May Concern:

This Service Letter certifies that the individual or entity named below has received the professional services detailed herein from the service provider identified on this document. This Letter serves as a formal record of the services rendered and is intended to be legally binding and enforceable under United States law.

Service Provider Information:

Company Name: _____
Contact Person: _____
Phone/Email: _____
Address: _____

Recipient Information:

Full Name / Entity: _____
Contact Person (if applicable): _____
Phone/Email: _____
Address: _____

Description of Services Provided:

The service provider has performed the following services for the recipient as agreed between both parties. Details of the scope, nature, and extent of the services are set forth below or in attached documentation.

Terms and Conditions:

1. Service Standards and Quality

The service provider represents and warrants that all services rendered will be performed in a professional, diligent, and timely manner consistent with industry standards and applicable laws.

2. Payment and Fees

Payment for services shall be made as agreed in writing between the service provider and the recipient. Late payments may incur interest charges as permitted by law.

3. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary or sensitive information disclosed during the performance of services, except as required by law or with prior written consent.

4. Liability and Indemnification

The service provider shall be liable only to the extent of direct damages resulting from negligence or willful misconduct. The recipient agrees to indemnify and hold harmless the service provider from any claims arising out of misuse of the services.

5. Governing Law and Jurisdiction

This Service Letter and any disputes relating hereto shall be governed by the laws of the United States and the applicable state law where the service provider operates. The parties consent to the exclusive jurisdiction of the state or federal courts located in the respective jurisdiction.

6. No Waiver

Failure by either party to enforce any provision of this Service Letter shall not constitute a waiver of the right to enforce such provision or any other.

7. Entire Agreement

This Service Letter constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations and understandings.

8. Amendments

Any amendments or modifications to this Service Letter must be made in writing and signed by both parties.

9. Severability

If any provision of this Service Letter is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.

SERVICE PROVIDER SIGNATURE

RECIPIENT SIGNATURE

Signature: _____

Signature: _____

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