

Date: [Insert Date]

To:

[Vendor Name]
[Vendor Address]
[City, State, Zip Code]

From:

[Client Name/Company]
[Client Address]
[City, State, Zip Code]

Subject: Letter of Agreement for Landscaping and Groundskeeping Services

Dear [Vendor Contact Person Name],

This letter serves as a formal agreement between [Client Name] ("Client") and [Vendor Name] ("Contractor") for the provision of landscaping and groundskeeping services at [Property Address/Location Description].

1. Scope of Work

The Contractor agrees to perform the following services:

- Lawn mowing, edging, and trimming.
- Weed control and fertilization of garden beds and turf.
- Pruning of trees and shrubs as seasonally required.
- Debris removal and seasonal leaf cleanup.
- Irrigation system monitoring and minor repairs.
- [Insert any additional specific tasks].

2. Schedule and Frequency

Services shall be performed [Weekly / Bi-weekly / Monthly] starting on [Start Date] and ending on [End Date]. Regular service days will be [Insert Days of the Week].

3. Payment Terms

The Client agrees to pay the Contractor \$[Amount] per [Visit/Month]. Invoices shall be submitted by the Contractor on the [Day] of each month. Payment will be issued within [Number] days of receipt of the invoice.

4. Equipment and Materials

The Contractor shall provide all necessary labor, equipment, fuel, and materials required to complete the work unless otherwise agreed upon in writing.

5. Insurance and Liability

The Contractor maintains valid general liability insurance and workers' compensation insurance.

The Contractor shall be held liable for any damages to the property caused by the Contractor's personnel or equipment.

6. Termination

Either party may terminate this agreement with [Number] days' written notice. In the event of termination, the Contractor shall be paid for all services completed up to the termination date.

Please acknowledge your acceptance of these terms by signing below and returning a copy of this letter.

Sincerely,

[Client Signature]

[Printed Name]

[Date]

Accepted by:

[Vendor Signature]

[Printed Name]

[Date]