

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

[Date]

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

Re: Vendor Service Agreement for [Project Name/Service Type]

Dear [Contact Person Name],

Please find enclosed the formal Vendor Service Agreement and Contract between [Your Company Name] and [Vendor Company Name] regarding the upcoming [Service/Project Name].

We have outlined the scope of work, payment terms, and service expectations as previously discussed. We kindly request that you review the document, sign both copies, and return one fully executed original to our office by [Deadline Date].

Should you have any questions or require modifications regarding the terms stated in the agreement, please contact [Name] at [Phone Number] or [Email Address] before signing.

We look forward to a successful partnership.

Sincerely,

[Signature]

[Printed Name]
[Your Title]

Enclosure: Service Agreement Contract