

[Your Company Name]

[Company Address]

[Date]

To:

[Client's Name]

[Client's Company]

[Client Address]

Subject: Transmittal of Contractual Documents

Dear [Client Name],

We are forwarding the following documents for your review and signature:

1. Service Agreement
2. Scope of Work
3. Billing Terms

Please return a signed copy at your earliest convenience.

Best regards,

[Your Name]

[Position]

[Contact Details]