[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Agreement for Services**

Dear Mr. / Mrs. [Name of the Recipient],

This is to confirm the agreement of providing services of web design and web development between your organization, [mention Name of the Organization], and our organization [mention Name of the Organization. As per the terms and conditions of our agreement, we will be designing and developing an official e-commerce website for your company within the next 20 working days.

The total cost of this project will be [mention Amount] of which, we have received 50% in advance. As per the agreement, the remaining dues will be cleared within 15 working days of the completion of the project.

If you have any related queries or questions, feel free to contact us anytime during business hours.

Thanking you in anticipation.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]