

Acme Corp Pvt Ltd [Your Company Address] [City, State, Zip Code] contact@acmecorp.com | +91 9876543210

[Date]

[Skyline Media Contact Name] [Title] **Skyline Media** [Agency Address] [City, State, Zip Code]

Subject: Offer of Engagement: Digital Marketing Services

Dear [Skyline Media Contact Name],

Following our recent discussions, **Acme Corp** is pleased to extend this formal offer of engagement to **Skyline Media** for the provision of professional digital marketing services. We were thoroughly impressed with your agency's expertise and are confident that your contributions will be invaluable to our growth.

This letter outlines the terms and conditions of our proposed partnership.

1. Term of Engagement

The term of this engagement is for a **fixed period of 12 months**, commencing on **October 15, 2025**, and concluding on **October 14, 2026**.

2. Scope of Services

As our digital marketing partner, **Skyline Media** will be responsible for the following key deliverables:

- Comprehensive SEO Strategy:** Ongoing analysis, implementation, and refinement of SEO best practices to significantly improve organic search rankings and online visibility.
- Monthly Performance Reporting:** Delivery of detailed analytics reports by the **5th of each month**, outlining key metrics, campaign performance, and actionable strategic recommendations.
- Ad Creative & Copy Development:** Creation of compelling visual assets and copy for digital advertising campaigns across all mutually agreed-upon platforms.

3. Professional Fees

In consideration for the services provided, **Acme Corp** agrees to a **fixed monthly retainer of \$1,500.00 USD**.

Invoices are payable within **30 days of receipt**.

4. Confidentiality

Both parties agree to treat all non-public information obtained during this engagement as strictly confidential. Such information will not be disclosed to any third party without prior written consent.

5. Acceptance of Offer

To confirm your acceptance of these terms, please have an authorized representative sign and return a copy of this letter by **October 1, 2025**.

We are genuinely excited about the prospect of partnering with **Skyline Media**. Should you have any questions, please do not hesitate to contact me directly. We look forward to a productive and successful collaboration.

Sincerely,

[Your Name] [Your Title] **Acme Corp**

Acceptance of Offer

By signing below, the undersigned representative of Skyline Media acknowledges and accepts the terms of this engagement as outlined above.

Signature: _____

Printed Name: _____

Title: _____

Date: _____