

**skyLine** [Your Street Address] [City, State, ZIP Code] [Your Company Website]

**Date:** [Date of Sending]

**To:** Ranisa [Client's Company Name, if applicable] [Client's Address]

**Subject: Service Agreement Offer for a 6-Month Retainer**

Dear Ranisa,

Thank you for choosing **skyLine** to support your business needs. We are excited about the opportunity to partner with you and are confident that our collaboration will yield excellent results.

This letter formally outlines the terms of our service agreement for the proposed 6-month retainer.

## Term of Agreement

- Agency:** **skyLine**
- Client:** **Ranisa**
- Retainer Duration:** This agreement will be effective for a period of **six (6) months**.
- Start Date:** The partnership will officially commence on **October 14, 2025**.
- End Date:** The agreement will conclude on April 13, 2026, unless renewed by mutual consent.

## Scope of Services & Deliverables

Throughout the retainer period, **skyLine** commits to providing the following core services:

- Monthly Performance Report:** A comprehensive report detailing key metrics, campaign progress, and strategic recommendations, delivered by the [5th] of each month.
- Ad Design:** Creation and delivery of up to **two (2) new ad creative concepts** per month, tailored to your campaign goals.

## Financial Terms

- Monthly Retainer Fee:** A flat fee of **\$100.00 USD per month**.
- Payment Schedule:** The monthly fee is due in advance on the first business day of each month. The first invoice will be sent on or before the start date.
- Payment Methods:** [Bank Transfer, Credit Card, PayPal].

## Mutual Responsibilities

To ensure a successful partnership, we agree to the following commitments:

- skyLine's Commitment:**

- Dedicate the necessary resources to fulfill the scope of services professionally and on time.

- Maintain open and proactive communication.

**• Client's Responsibilities:**

- Provide timely feedback on all deliverables.
- Grant access to necessary brand assets, data, and platforms required to perform our duties.

## Acceptance & Next Steps

We are eager to begin this partnership. To move forward, please:

1. Review the terms outlined in this letter.
2. Sign and date the acceptance section below.
3. Return a scanned copy of the signed letter to us via email.

Upon receipt, we will send the initial invoice and schedule a kick-off call to align on our immediate priorities. We look forward to a successful and productive collaboration.

Please do not hesitate to reach out if you have any questions.

Sincerely,

**[Your Name]** [Your Title] **skyLine**

**Email:** [Your Company Email] **Phone:** [Your Company Phone Number]

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## Acceptance of Agreement

By signing below, I, **Ranisa**, accept the terms and conditions of this service agreement as outlined above.

**Client Signature:** \_\_\_\_\_

**Printed Name:** Ranisa

**Date:** \_\_\_\_\_