

[AI International Letterhead/Logo]

[Your Name] [Your Title] AI International [Your Company Address] AilInternational@local.com  
810-224-4713

[Date]

Mahesh [Client's Title] Skyline Media [Client's Company Address]

### Subject: Proposal for a 12-Month Digital Services Partnership

Dear Mahesh,

Further to our recent discussions, it is with great pleasure that we present this formal proposal for our partnership. AI International is enthusiastic about the prospect of collaborating with Skyline Media to elevate your digital marketing efforts.

This document outlines the proposed terms for a comprehensive **12-month digital services engagement** for your review.

## Term of Engagement

The proposed engagement will be for a fixed term of **twelve (12) months**.

- Proposed Start Date: October 15, 2025
- Proposed End Date: October 14, 2026

## Scope of Services

Our team will deliver the following core services on a recurring monthly basis to drive growth and enhance your online presence:

- Comprehensive SEO Optimization:** We will execute ongoing on-page, off-page, and technical SEO strategies designed to significantly improve organic search visibility and drive qualified traffic.
- Dynamic Ad Creative Design:** Our team will develop compelling visual and written assets for your digital advertising campaigns, meticulously tailored to resonate with your target audiences and platforms.
- Monthly Performance & Strategy Reports:** You will receive detailed, transparent reports analyzing key performance indicators, campaign outcomes, and actionable strategic recommendations for the subsequent month.

## Professional Fees

For the comprehensive scope of services detailed above, our professional fee is a fixed monthly retainer of **\$1,500.00 USD**.

- Invoicing Schedule:** Invoices will be issued on the first business day of each month.
- Payment Terms:** Payment is due within 30 days of the invoice date.

## Acceptance & Next Steps

We are confident that our strategic expertise will be a significant asset to Skyline Media, driving measurable results. To formalize this partnership and initiate services on the proposed start date, please sign and return a copy of this letter at your earliest convenience.

We look forward to a successful and productive collaboration. Should you have any questions, please do not hesitate to contact me directly.

Sincerely,

\_\_\_\_\_ [Your Name] [Your Title] AI International

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**Acknowledged and Agreed:**

\_\_\_\_ Mahesh For and on behalf of Skyline Media Date: \_\_\_\_