

[Your Company Logo - Optional]

**Skyline Media** [Your Company Address] [Your Company Phone Number] [Your Company Email]

**Date:** [Date of Sending]

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

**Subject: Proposal for Digital Media Services**

Dear Manish,

Following our recent productive conversation, we are pleased to present this formal proposal for our partnership. We are confident that Skyline Media's strategic approach will **significantly elevate your digital presence** and drive measurable results.

This document details the scope, terms, and investment for our proposed one-year engagement.

## Term of Engagement

This agreement is proposed for a **fixed term of one (1) year**, designed to build momentum and deliver sustainable growth.

- Proposed Start Date: **October 5, 2025**
- Proposed End Date: **October 4, 2026**

## Scope of Services

Skyline Media will deliver the following core services on a recurring monthly basis:

- **Strategic Ad Creative:** We will design and develop compelling digital ad creatives that are not only visually engaging but are also strategically aligned with your brand identity and campaign objectives.
- **Performance Analytics & Reporting:** You will receive a comprehensive monthly report detailing **key performance indicators (KPIs)**, campaign analysis, and actionable insights. This report serves as a tool for ensuring transparency and guiding future strategy.

## Professional Fee

Our fee for the comprehensive services outlined above is a flat rate, ensuring predictable and straightforward budgeting.

- **Monthly Retainer: \$200 USD**
- Invoicing Schedule: Billed on the **1st of each month**.
- Payment Terms: Due within **15 days** of the invoice date.

## Acceptance & Commencement

To move forward, please indicate your acceptance of these terms by signing and returning this letter. A digital signature or a formal email confirmation is perfectly acceptable.

Upon receipt, we will schedule a kickoff call to finalize the onboarding process and begin our collaboration. We are incredibly enthusiastic about the opportunity to partner with you and contribute to your brand's success.

We look forward to a successful and productive partnership.

Sincerely,

**[Your Name]** [Your Title, e.g., Account Director] **Skyline Media** Creativity Unleashed **E:** [Your Company Email] **P:** [Your Company Phone Number]

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## Client Acceptance

By signing below, I, Manish, on behalf of [Client's Company Name, if applicable], accept the terms and conditions outlined in this service agreement.

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

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