

[Your Company Logo Here]

AI International [Your Company Address] [City, State, Zip Code] Email:
AiInternational@local.com Phone: (810) 224-4713 [Your Website]

[Date]

Mahesh [Mahesh's Title] Skyline Media [Skyline Media's Address] [City, State, Zip Code]

Subject: Offer of Engagement: Digital Marketing Services

Dear Mahesh,

Following our productive discussions, we are delighted to present this formal proposal to partner with **Skyline Media**. We are confident that our strategic approach to digital marketing will be a valuable asset in achieving your business objectives and driving measurable growth.

This letter outlines the proposed terms and scope of our engagement.

Term of Engagement

Our partnership will commence on **October 15, 2025**, for an initial fixed term of **12 months**, concluding on October 14, 2026. This agreement may be renewed by mutual written consent no later than 30 days prior to its expiration.

Scope of Services

AI International will provide the following core digital marketing services on a monthly basis:

- **Strategic SEO Optimization:** Continuous optimization of your website and digital properties to enhance search engine rankings, increase organic traffic, and improve online visibility.
- **Monthly Performance Reporting:** Delivery of comprehensive, data-driven reports detailing key performance indicators (KPIs), campaign analysis, and actionable recommendations for the subsequent month.
- **Custom Ad Creative & Copy:** Design and development of compelling visual assets and persuasive copy for your digital advertising campaigns, as mutually agreed upon.

Please note: Any services requested outside this defined scope will be considered a separate project and will require a new proposal and agreement.

Professional Fees & Payment Terms

For the services outlined above, we propose a flat monthly retainer.

- **Monthly Retainer: \$1,500.00 USD**
- **Invoicing:** Invoices will be issued on the first business day of each month.
- **Payment Due:** Payments are due within **15 days** of the invoice date.
- **Initial Payment:** The first month's payment is due upon signing this agreement to secure our engagement and initiate the onboarding process.

Acceptance & Next Steps

We are eager to begin our collaboration. To accept this offer and formalize our partnership, please sign and date the acceptance section below and return a scanned copy to us at **AiInternational@local.com** by **October 1, 2025**.

We are excited about the prospect of working with **Skyline Media**. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name] [Your Title] **AI International**

ACCEPTANCE OF AGREEMENT

I, the undersigned, acting on behalf of **Skyline Media**, hereby accept the terms and conditions outlined in this service agreement.

Signature: _____

Printed Name: Mahesh

Title: [Mahesh's Title]

Date: _____

AI International