

Sky Media [Your Company Address] [Your Company Phone Number] | [Your Company Email] |
[Your Company Website] Creativity Unleashed

[Date]

[Client Contact Name] [Client Contact Title] **Acne Prone** [Client Company Address]

Subject: Offer of Long-Term Creative Partnership – Ad Design Services

Dear [Client Contact Name],

Following our recent discussions, Sky Media is pleased to formally offer a long-term creative partnership to **Acne Prone**. We are confident that our dedicated ad design services will significantly contribute to your marketing success and brand growth over the coming years.

This letter outlines the terms of our proposed engagement.

Summary of Agreement

A high-level overview of our partnership is as follows:

- **Client:** Acne Prone
- **Service Provider:** Sky Media
- **Primary Service:** Ad Design
- **Agreement Term (Tenure):** 6 (Six) Years
- **Proposed Start Date:** October 30, 2025
- **Monthly Retainer Fee:** \$300.00 USD

Scope of Services

Under this agreement, Sky Media will provide ongoing Ad Design services. The monthly retainer fee covers the following deliverables and activities:

- **Core Requirement:** Conceptualization and creation of high-quality ad designs.
- **Deliverables:** Includes [e.g., up to 5 unique ad creatives per month, static and animated formats, etc.].
- **Platforms:** Designs will be optimized for [e.g., Meta (Facebook/Instagram), Google Display Network, Print, etc.].
- **Revisions:** Includes [e.g., up to 2 rounds of revisions] per design concept.
- **Communication:** A dedicated point of contact and [e.g., one monthly strategy call].

Please note: Services beyond this scope, such as video production or full-scale campaign management, will be quoted separately.

Financial Terms

- **Retainer Fee:** A fixed fee of **\$300.00 USD** will be billed monthly.
- **Invoicing:** Invoices will be sent on the [e.g., 1st] of each month for the upcoming service period.

- **Payment Due Date:** Payment is due within [e.g., 15 days] of the invoice date.
- **Payment Methods:** We accept payment via [e.g., Bank Transfer, Credit Card, etc.].

Term and Commencement

This agreement will be effective for a period of **six years**, commencing on **October 30, 2025**, and concluding on October 29, 2031. Terms for renewal or termination will be detailed in a formal Master Service Agreement.

Next Steps & Acceptance

We are excited about the prospect of a long and fruitful partnership. To accept this offer, please sign and return a scanned copy of this letter to **[Your Company Email]** by **[Acceptance Deadline Date]**.

Upon receipt of your acceptance, we will draft a comprehensive Master Service Agreement (MSA) for mutual review and signature, which will govern the full legal terms of our engagement.

Thank you for the opportunity to partner with **Acne Prone**. We look forward to creating exceptional work together.

Sincerely,

[Your Name] [Your Title] Sky Media [Your Direct Phone Number] [Your Direct Email]

Acceptance of Offer

By signing below, you acknowledge and accept the terms outlined in this offer letter on behalf of **Acne Prone**.

Signature: _____

Printed Name: _____

Title: _____

Date: _____