

## [Your Company Logo]

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

### [Date]

**Ramesh** [Client Company Name, if applicable] [Client Address]

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

Dear Ramesh,

Following our recent conversation, we are pleased to present this formal proposal for our partnership. Skyline Media is excited by the opportunity to collaborate and help drive your business forward.

This letter outlines the terms of our proposed **12-month service agreement**, effective **October 6, 2025**.

### Engagement Period

This agreement is for a fixed tenure of **12 months**, designed to provide consistent support and measurable results.

- Start Date:** October 6, 2025
- End Date:** October 5, 2026

### Scope of Services

Our services are designed to provide you with clear, actionable insights to inform your strategy. Each month, our core deliverables will include:

- Comprehensive Monthly Report:** A detailed summary of key performance indicators, activities completed, and results achieved.
- In-Depth Dashboard Analysis:** A thorough interpretation of your data dashboard, highlighting key trends, opportunities, and strategic recommendations for growth.

### Monthly Investment

The professional fee for the services outlined above is a flat rate of **\$500 per month**.

- Payment Schedule:** Invoices will be issued on the first business day of each month, with payment due within 15 days of receipt.

# Confidentiality

We are committed to the highest level of discretion. Skyline Media agrees to treat all non-public information shared by you as strictly confidential and will not disclose it to any third party without your prior written consent.

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## Next Steps

To initiate our partnership, please complete the following steps:

1. **Confirm Acceptance:** Please **reply** to this email by **September 29, 2025**, to confirm your acceptance of these terms.
2. **Schedule Onboarding:** Upon confirmation, we will **schedule** a brief kickoff call to align on priorities and establish necessary access.
3. **Initiate Service:** Your first invoice will be sent on **October 6, 2025**, to commence the engagement.

We are confident that our collaboration will yield outstanding results and look forward to a productive and successful partnership.

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

Sincerely,

[Your Name] [Your Title] **Skyline Media Email:** [Your Company Email] **Phone:** [Your Company Phone Number]