

Vendor Services Confirmation

Date: [Insert Date]

To:

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally confirm our ongoing vendor services agreement with your company. We appreciate the services you provide and the commitment to quality and professionalism.

As per our discussions, the following services will continue under our existing terms:

- [Service 1]
- [Service 2]
- [Service 3]

We look forward to maintaining our successful partnership and are confident in your continued support.

If you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]