

Contract Confirmation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Confirmation of Utilities Services Contract

Dear [Recipient Name],

We are pleased to confirm the details of your contract for utilities services with [Your Company Name]. Below are the specifics of the agreement:

- **Service Type:** [e.g., Electricity, Water, Gas]
- **Contract Start Date:** [Insert Start Date]
- **Contract Duration:** [Insert Duration]
- **Monthly Rate:** [Insert Monthly Rate]
- **Billing Cycle:** [Insert Billing Cycle]

Should you have any questions or require further clarification regarding this contract, please feel free to reach out to us at [Support Email] or call us at [Support Phone Number].

Thank you for choosing [Your Company Name]. We look forward to serving you.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]