

Vendor Service Confirmation Notice

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to confirm your services for [specific service] on [date(s) of service]. The details of the arrangement are as follows:

- **Service Description:** [Description of services to be provided]
- **Service Location:** [Location where services will be performed]
- **Service Duration:** [Duration of the service]
- **Agreed Price:** [Price for the service]

Please do not hesitate to contact us if you have any questions or require further clarification.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]