

# Vendor Service Confirmation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are pleased to confirm your service contract with [Your Company Name]. The details of the service are as follows:

- **Service Provided:** [Description of Service]
- **Start Date:** [Start Date]
- **Duration:** [Duration of Service]
- **Service Fee:** \$[Amount]

Please respond to this letter to confirm your acceptance of the terms outlined above. We look forward to working with you.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]