

# Service Delivery Confirmation

Date: [Insert Date]

To:

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are writing to confirm the successful delivery of the services as per our agreement dated [Insert Agreement Date]. The specific services provided include:

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

The services were delivered on [Insert Delivery Date] and met our quality standards as outlined in the contract.

Please acknowledge receipt of this confirmation by signing below and returning a copy to us.

Thank you for your dedication and professionalism.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_