

Vendor Services Confirmation Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. We would like to formally request confirmation of the services we discussed during our recent communication.

Details of the services are as follows:

- Service Description: [Insert Description]
- Service Date: [Insert Date]
- Service Location: [Insert Location]
- Expected Outcome: [Insert Expected Outcome]

We kindly ask that you confirm the above details at your earliest convenience to ensure a smooth process moving forward.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]