

Confirmation of Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Local Authority Name]

[Local Authority Address]

[City, State, Zip Code]

Subject: Confirmation of Services

Dear [Local Authority Contact/Department],

I am writing to formally confirm the receipt of local authority services provided to me. The details are as follows:

- Service Type: [Specify Service]
- Date of Service: [Insert Date]
- Reference Number: [Insert Number]

I appreciate the assistance and support provided. Should you require any further information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]