

Service Agreement Confirmation

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, ZIP Code]

Dear [Client's Name],

We are pleased to confirm our service agreement dated [Insert Agreement Date]. As per our discussions, we will provide the following services:

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

The effective start date of the services will be [Start Date], and the total fee agreed upon is [Total Fee].

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your trust in our services, and we look forward to working together.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]