

Service Agreement Confirmation

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our service agreement as outlined in our previous discussions. Below are the key details of the agreement:

Service Details

Service Type: [Description of Services]

Start Date: [Insert Start Date]

Completion Date: [Insert Completion Date]

Fees: [Insert Fee Structure]

Terms and Conditions

[Briefly outline any important terms and conditions]

Thank you for choosing [Your Company Name]. We look forward to working with you and are committed to delivering the highest quality of service.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]