

Service Contract Affirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Service Contract Affirmation

Dear [Recipient's Name],

I am writing to affirm the service contract entered into on [Insert Contract Date] between [Your Name/Your Company] and [Recipient's Company]. This contract outlines the terms and conditions under which the services will be provided.

As per our agreement, the following services are to be rendered:

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

We look forward to your cooperation and timely execution of the services as detailed in the contract.

If you have any questions or require further clarification, please feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]