

# Service Contract Endorsement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

## **Subject: Endorsement of Service Contract**

Dear [Recipient's Name],

We are pleased to inform you that we endorse the service contract dated [Contract Date] between [Your Company] and [Recipient's Company]. We appreciate the opportunity to collaborate and are committed to fulfilling our responsibilities as outlined in the contract.

We look forward to a successful partnership and achieving our mutual goals.

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]