

# Service Contract Validation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally validate the service contract between [Your Company Name] and [Recipient's Company Name] dated [Contract Date]. This letter serves to confirm that the terms and conditions outlined in the contract are mutually agreed upon and will commence on the agreed start date.

Attached, please find a copy of the signed contract for your records. If you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your attention to this matter. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]