

Service Contract Verification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter is to formally verify the service contract between [Your Company Name] and [Recipient's Company Name], dated [Contract Date]. The terms and conditions outlined in the contract have been reviewed and confirmed.

The services to be provided include:

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

The contract is scheduled to commence on [Start Date] and will be valid until [End Date]. If you have any queries regarding this verification or the terms of the contract, please feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]