

Consultancy Service Confirmation

Date: [Insert Date]

To: [Client Name]

Address: [Client Address]

Dear [Client Name],

We are pleased to confirm our consultancy services for IT support as discussed. The terms of our engagement are as follows:

Scope of Services:

- Technical support for software and hardware issues
- Network setup and maintenance
- IT strategy development and planning

Duration:

The consultancy services will commence on [Start Date] and will continue until [End Date].

Fees:

The total fee for the services will be [Insert Fee]. Payment terms are [Insert Payment Terms].

Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Thank you for choosing us for your IT support needs. We look forward to working with you.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]