

Service Delivery Confirmation

Date: [Insert Date]

To:

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the delivery of services as outlined in your case plan with [Agency Name]. This letter serves as a formal acknowledgment of the support and resources provided to you.

Services Delivered:

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

Date of Service Delivery: [Insert Date]

If you have any questions or require further assistance, please do not hesitate to contact us at [Agency Phone Number] or [Agency Email Address].

Thank you for allowing us to assist you.

Sincerely,

[Your Name]
[Your Position]
[Agency Name]
[Agency Phone Number]
[Agency Email Address]