

Service Agreement Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

We are pleased to confirm our ongoing service agreement as outlined in our previous discussions. This agreement will continue to provide you with the best services necessary for your operations.

Agreement Details

- Service Provided: [Describe Services]
- Start Date: [Start Date]
- End Date: [End Date]
- Payment Terms: [Payment Details]

Should you have any questions or require any further discussion, please do not hesitate to contact me directly.

Thank you for your trust in us. We look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]