

Service Performance Verification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally verify the performance of the services rendered by [Service Provider's Name] during the period of [Start Date] to [End Date].

Throughout this period, we have observed the following key performance metrics:

- Quality of Service: [Details]
- Timeliness: [Details]
- Communication: [Details]
- Customer Satisfaction: [Details]

Based on our assessment, we can confirm that [Service Provider's Name] has successfully met the agreed-upon service levels and standards.

If you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company]