

# Confirmation of Service Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Client's Name]

[Client's Address]

[Client's City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm the terms of the services we are to provide to you as outlined below:

- **Service Description:** [Describe the services]
- **Service Start Date:** [Start Date]
- **Service Duration:** [Duration]
- **Total Fees:** [Fee Structure]
- **Payment Terms:** [Payment Details]

By signing below, you agree to the terms stated above.

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

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Client Signature

Date: \_\_\_\_\_