

Official Service Contract Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the service contract between [Your Company Name] and [Recipient Company Name] for the provision of [describe the services to be provided]. The terms and conditions of the contract are as follows:

Contract Details

- **Contract Start Date:** [Start Date]
- **Contract End Date:** [End Date]
- **Service Description:** [Detailed description of services]
- **Payment Terms:** [Payment details]

Should you have any questions or require further clarification, please feel free to contact us at [Your Contact Information]. We look forward to working with you.

Thank you for your trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]