

Ratification of Service Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hereby ratify the Service Agreement dated [Insert Original Date], by and between [Your Company Name] and [Recipient's Company Name]. This ratification confirms our mutual agreement to the terms and conditions laid out in the initial document.

Please find enclosed a signed copy of this letter for your records.

Thank you for your cooperation. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]