

# Service Agreement Verification

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Verification of Service Agreement

Dear [Recipient's Name],

We are writing to confirm the details of our service agreement as discussed and agreed upon on [Insert Agreement Date]. Please find below the pertinent details for verification:

- **Service Provided:** [Insert Service Description]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Payment Terms:** [Insert Payment Terms]
- **Contact Information:** [Insert Contact Details]

We appreciate your confirmation of these details. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]