

Service Contract Finalization Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your service contract with [Company Name] has been finalized. The details of the contract are as follows:

Contract Number: [Contract Number]

Service Type: [Service Description]

Start Date: [Start Date]

End Date: [End Date]

Total Cost: [Total Cost]

Please review the attached contract document for comprehensive terms and conditions. If you have any questions or require further information, feel free to contact us at [Contact Information].

Thank you for choosing [Company Name]. We look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]