

Service Arrangement Approval

Date: [Insert Date]

To,

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for service arrangement has been approved. The details of the arrangement are as follows:

- **Service Type:** [Insert Service Type]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Service Fee:** [Insert Fee Amount]

Please confirm your acceptance of this arrangement by signing and returning the enclosed agreement by [Insert Date].

Should you have any questions or require further information, please feel free to contact us at [Insert Contact Information].

Thank you for choosing our services.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[Your Company Phone Number]