

Maintenance Service Completion Confirmation

Date: [Insert Date]

To,

[Client Name]

[Client Address]

Dear [Client Name],

We are pleased to inform you that the maintenance service for your [type of equipment/property] has been successfully completed on [completion date]. Our team has thoroughly inspected and serviced the property to ensure it is functioning optimally.

Details of Service:

- Service Type: [Specify Type]
- Date of Service: [Service Date]
- Technician: [Technician Name]
- Work Summary: [Brief Summary of Work Done]

Please feel free to reach out if you have any further questions or concerns regarding the service.

Thank you for choosing our services!

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]

[Contact Information]