

# Service Contract Affirmation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We would like to reaffirm our commitment to the ongoing service contract dated [Insert Date of Original Contract]. We value the partnership we have developed and look forward to continuing our collaboration in providing exceptional service.

Please find below the details of the contract for reference:

- **Contract Number:** [Insert Contract Number]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Scope of Services:** [Brief Description of Services]

If there are any updates or additional terms you would like to discuss, please feel free to reach out to us at your convenience.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]