

# Passive Service Engagement Confirmation

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm your passive service engagement with [Your Company Name] for the period starting [Start Date] to [End Date]. This engagement will cover the following services:

- [Service 1]
- [Service 2]
- [Service 3]

We appreciate the opportunity to work with you and look forward to assisting you in achieving your objectives. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]