

Service Completion Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally confirm the completion of caregiving services provided by [Caregiver's Name] for [Client's Name] from [Start Date] to [End Date]. During this period, [Caregiver's Name] has diligently attended to the needs of [Client's Name], ensuring comfort and support in line with agreed-upon care plans.

We thank you for the trust placed in our services and appreciate the opportunity to have worked with [Client's Name]. We hope that you were satisfied with the care provided and that [Client's Name] experienced the quality of service expected.

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

Thank you once again for choosing our caregiving services.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]