

Contract Delivery Confirmation

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal confirmation of the delivery of the service agreement between [Your Company Name] and [Recipient Company Name] dated [Insert Agreement Date]. We are pleased to confirm that the following documents have been delivered:

- Service Agreement
- Appendix A: Scope of Services
- Appendix B: Payment Terms

Please review the enclosed documents and do not hesitate to reach out if you have any questions or require further clarification. We look forward to working with you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]