

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally acknowledge the receipt of the professional IT services you provided to us on [specific date or duration]. We appreciate your prompt response and the quality of work you delivered during this engagement.

Your expertise in [specific IT services] has significantly contributed to our ongoing projects and has helped us achieve our goals more effectively. We value the collaborative effort and look forward to continuing our partnership.

Thank you once again for your exceptional service.

Sincerely,

[Your Name]

[Your Position]

[Your Company]