

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Services Rendered

I hope this message finds you well. We would like to take this opportunity to formally acknowledge and express our appreciation for the services rendered by [Recipient's Company Name] on [specific date or timeframe].

Your professionalism and expertise have significantly contributed to the success of our project, and we are grateful for your attention to detail and timely execution.

We look forward to future collaborations and continuing our productive partnership.

Thank you once again for your exceptional service.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]