

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally confirm the services rendered by [Your Company Name] to [Recipient Company Name] as of [date of service]. We are pleased to have had the opportunity to work together and provide [brief description of services].

Details of the services provided:

- Service 1: [Description]
- Service 2: [Description]
- Service 3: [Description]

The total amount due for these services is [Total Amount]. Payment is due by [Payment Due Date].

Thank you for your business. Should you have any questions, please feel free to reach out.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]