

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of Services Rendered

I hope this message finds you well.

I am writing to confirm the services rendered to [Recipient's Company Name] on [Date(s) of Service]. The details of the services provided are as follows:

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

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

Thank you for the opportunity to provide these services. Should you have any questions or require further details, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title/Position]