

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm the services rendered by [Your Company/Your Name] on [date(s) of service]. The services include:

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

We appreciate the opportunity to work with you and look forward to your feedback.

Thank you for your business.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]