

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally acknowledge the services rendered on [specific date(s) or time period]. The services provided include:

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

I appreciate the opportunity to assist you and trust that the services met your expectations. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your business.

Warm regards,

[Your Name]  
[Your Title or Position, if applicable]