

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally acknowledge the services rendered to you on [service date(s)] as agreed upon in our previous discussions.

The services provided include:

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

As per our agreement, the total amount due for these services is [Total Amount]. Payment is due by [Due Date]. You may remit payment via [Payment Method].

Thank you for choosing [Your Company/Name] for your needs. Should you have any questions or require further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]