

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally confirm the services rendered by [Your Company/Your 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 fee for these services amounts to [total amount]. A detailed invoice is attached for your records.

Please let me know if you require any further information or additional services. Thank you for your business, and I look forward to working with you again in the future.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]