

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally acknowledge the services rendered on [specific dates] by [Your Company/Your Name]. The services provided included:

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

We appreciate the opportunity to work with you and are pleased to have contributed to [briefly describe the project or outcome].

Please let us know if you need any further information regarding the services provided.

Thank you for your business.

Sincerely,

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