

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

RE: Confirmation of Services Rendered

We are pleased to confirm that the following services were provided to you:

- **Service Description:** [Description of the service]

- **Date of Service:** [Date]

- **Duration:** [Duration of the service]

- **Total Amount:** [Total amount charged]

Thank you for your business. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]