

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

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient 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:

- [Description of service 1]
- [Description of service 2]
- [Description of service 3]

I appreciate your trust in my work and look forward to any feedback you may have.

Thank you for the opportunity to serve you.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Company Name, if applicable]