

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally confirm the services rendered to [Company Name] during the period of [start date] to [end date]. The details of the services provided are as follows:

- **\*\*Service Description\*\***: [Brief description of the service]
- **\*\*Date of Service\*\***: [Date(s) when service was provided]
- **\*\*Total Amount Due\*\***: [Total amount for services rendered]

Please let me know if you require any further information or documentation regarding this matter.

Thank you for the opportunity to provide my services. I look forward to your prompt payment.

Sincerely,

[Your Name]  
[Your Title/Position]