

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of LDC Services

We are pleased to confirm that [Your Company Name] will be providing LDC (Local Distribution Company) services for [specific project or purpose] starting on [start date]. The scope of our services includes:

1. [Service/Task 1]

2. [Service/Task 2]

3. [Service/Task 3]

Please feel free to reach out to me if you have any questions or need further assistance. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]