

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of XDR Services

Dear [Recipient Name],

We are pleased to confirm your request for Extended Detection and Response (XDR) services with [Company Name].

Service Start Date: [Start Date]

Duration: [Duration]

Scope of Services: [Brief Description of Services]

Please review the attached agreement and let us know if you have any questions or require further information.

Thank you for choosing [Company Name] for your cybersecurity needs.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]