Official vendor service confirmation letter

Dear [Vendor Name],

We formally confirm that your company will provide [Service Description] starting on [Start Date] and ending on [End Date], in accordance with the service agreement [Agreement Number].

Kindly acknowledge this confirmation and provide any required compliance or documentation.

Regards,

[Sender Name]

[Title]

[Company Name]

Get more templates here: https://www.lettersandtemplates.com/letters/vendor-confirmation-letter