

[CLIENT'S OFFICIAL LETTERHEAD]

(Insert company name, logo, address and contact details)

Date: [DD/MM/YYYY]

TO WHOM IT MAY CONCERN

RE: CONFIRMATION OF SERVICE DELIVERY — [BIDDER'S COMPANY NAME]

This letter serves to confirm that **[Bidder's Company Name]** rendered the following services to **[Client's Company/Organisation Name]**:

Nature of Service Rendered	[Description of service, e.g., NKP services]
Contract Period	[Start Date] to [End Date]
Contract Value	[Amount]
Site / Location	[Location of service delivery]
Scope / Size of Service	[Brief description of scale, e.g. site extent, volumes, etc.]

We confirm that **[Bidder's Company Name]** performed the above-mentioned services satisfactorily and in accordance with the agreed terms of the contract. Their performance demonstrated the necessary experience, capability, and organisational support required to deliver services of this nature and scale.

Should you require any further information or wish to verify this reference, please do not hesitate to contact the undersigned.

Yours faithfully,

Name: [Full Name]

Designation: [Job Title]

Company: [Client's Company/Organisation Name]

Contact Number: [Telephone Number]

Email Address: [Email Address]