

Confirmation Letter

(Date)

To:

(Client Contact name)

(Client Name)

Document Name:

Quotation no:

Project Manager: (Name)

Dear Sir/Madam

Thank You for giving us an opportunity to serve you!

We have initiated your document having **Job No. (No)** for **(Languages)**

We assure you to complete this Job by **(Deadline)**

Please Quote our **Job No. (No)** for all our future correspondence/ corrections / amendments suggestions related to this Job.

In case of any queries please feel free to mail at kesen@kesen.in or call us on: **+91-22-4034 8888** or **Mr. Keith Myers** on **+91 98210 22327**.

Assuring you of our best services at all times.

Warm Regards

KeSen Group of Companies