

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Contact Person: [Name]

Subject: Confirmation of Completed Trash Removal Services

Dear [Name],

This letter serves to confirm that the trash removal services scheduled for [Service Date] at [Property Address] have been completed. Please find the verified checklist below regarding the status of the job:

- All designated trash/debris has been removed from the premises.
- The pickup area has been swept and cleared of small loose items.
- No damage was caused to the property during the removal process.
- Access gates/doors have been closed and secured.
- Final volume/weight of debris matches the initial estimate.
- Disposal receipts or weight tickets have been provided (if applicable).

Additional Notes: [Insert any specific comments or discrepancies here]

Based on this confirmation, we will proceed with the payment of invoice #[Invoice Number] in the amount of \$[Amount].

Sincerely,

[Your Name]

[Your Title/Company]

[Phone Number]