

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

## **Subject: Description of Services and Materials Provided**

Dear [Client Name],

This letter provides a formal description of the services and materials included for the project: [Project Name/Reference Number].

### **1. Scope of Services**

The following professional services will be performed:

- [Service 1: e.g., Initial consultation and site assessment]
- [Service 2: e.g., Design and planning phase]
- [Service 3: e.g., Installation and execution]
- [Service 4: e.g., Final testing and quality assurance]

### **2. Materials Provided**

The following materials and equipment will be supplied as part of this contract:

- [Material 1: Quantity and Description]
- [Material 2: Quantity and Description]
- [Material 3: Quantity and Description]

### **3. Exclusions**

Please note that the following items are not included in this scope:

- [Exclusion 1]
- [Exclusion 2]

### **4. Completion Timeline**

We estimate the services will be completed by [Date], pending [Specific Conditions/Permits].

If you have any questions regarding this description, please contact me directly at [Phone Number].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]