

## STANDARD TEMPLATE

Enquiries: H. Rantoa  
Tel: (012) 123 4567  
Email: [rantoahi@xyz.gov.za](mailto:rantoahi@xyz.gov.za)

Nombiza Trading (PTY) LTD  
1643 Eco Office Park  
Highveld Extension 9  
Centurion 0157

Email: [mtazent@yahoo.com](mailto:mtazent@yahoo.com)

### To Whom it May Concern

Dear Sir/ Madam

### CONFIRMATION OF SERVICE ENGAGEMENT AND COMPLETION: NOMBIZA TRADING (PTY) LTD

This letter serves to confirm that Nombiza Trading (PTY) LTD was appointed by the XYZ company for the following services;

<b>Name and Description of Service</b>	<b>This needs to address the goods and or services as required in the bid.</b> The nature of the work that was done
<b>Addresses where the services are rendered</b>	Denel Technical Academy 8b Atlas Road, Bonaero Park Kempton Park,1622
<b>Contract Period</b>	Once Off
<b>Duration/ Project Completion date</b>	18 – 19 April 2024
<b>The outcome of the work that was done</b>	
<b>Indicate the value of the funding that was successfully raised</b>	

We hope that you will find this in order.

Regards

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Date