

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

[Recipient Name]  
[Recipient Title/Position]  
[Organization/Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of Assistance

I hope this message finds you well. I am writing to formally confirm the assistance you will be providing regarding [specific assistance or project details].

We appreciate your support and look forward to collaborating on [mention any relevant details or timelines]. Your expertise in [specific area] will be invaluable to our efforts.

Please feel free to reach out if you have any questions or need further information.

Thank you once again for your willingness to assist.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title]  
[Your Organization/Company Name]