

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of Attachments

I hope this message finds you well.

I am writing to confirm that I have attached the documents as requested.

Please find the following attachments:

1. [Attachment 1 Name/Description]
2. [Attachment 2 Name/Description]
3. [Attachment 3 Name/Description]

If you have any questions or need further information, please feel free to reach out.

Thank you for your attention.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]