

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of [Specific Request/Agreement/Arrangement]

We are pleased to confirm the [details of the request/agreement/arrangement], as discussed on [date of discussion].

Details:

- [Detail 1]

- [Detail 2]

- [Detail 3]

We appreciate your cooperation and look forward to [any next steps, future collaboration, etc.]. If you have any questions or need further clarification, please don't hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]