

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

Dear [Recipient Name],

Subject: Confirmation of [Subject/Agreement/Meeting/Transaction]

I hope this letter finds you well. I am writing to formally confirm [details of the agreement/meeting/transaction] that we discussed on [date of discussion].

As per our conversation, we have agreed upon the following terms:

1. **Details 1**: [Explanation or specifics]
2. **Details 2**: [Explanation or specifics]
3. **Details 3**: [Explanation or specifics]

Please review the above points and let me know if there are any discrepancies or if further clarification is needed.

We believe that this agreement will be mutually beneficial and look forward to a successful collaboration. If you have any further questions or wish to discuss this matter in more detail, please do not hesitate to contact me.

Thank you for your attention to this confirmation.

Best regards,

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