

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of [Specify the Subject/Agreement]

We are pleased to confirm our agreement regarding [briefly state the purpose of the confirmation, e.g., your participation in BQ, the services to be provided, etc.].

Details of the confirmation are as follows:

- ****Event/Service****: [Specify the event or service]
- ****Date****: [Specify the date]
- ****Location****: [Specify location if applicable]
- ****Participants****: [List any key participants]
- ****Additional Information****: [Any other relevant details]

Please do not hesitate to reach out if you have any questions or require further information. We look forward to your confirmation and to a successful [event/service].

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]