

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

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

Subject: Confirmation of [Specific Subject/Details]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm [briefly state the purpose of the confirmation, e.g., "our previous conversation regarding the upcoming project," or "the details of the meeting scheduled for [date]"].

Details of Confirmation:

- Item 1: [Details]
- Item 2: [Details]
- Item 3: [Details]

Please let me know if you require any further information or if there are any changes needed. I appreciate your attention to this matter and look forward to your confirmation.

Thank you.

Best regards,

[Your Name]
[Your Position] (if applicable)
[Your Company/Organization] (if applicable)