

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of [Subject/Agreement Title]

We are pleased to confirm your [agreement/appointment] dated [insert date]. The details are as follows:

- **\*\*Participant/Client Name:\*\*** [Name]
- **\*\*Services/Work to be Provided:\*\*** [Description of services/work]
- **\*\*Start Date:\*\*** [Start Date]
- **\*\*Duration:\*\*** [Duration of services]
- **\*\*Payment Details:\*\*** [Payment terms]

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]