

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
CJ [Last Name]
[Their Address]
[City, State, Zip Code]

Dear CJ,

I am writing to confirm [specific details of what is being confirmed, e.g., your appointment, participation, agreement, etc.].

[Include any additional details relevant to the confirmation, such as date, time, location, or context.]

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]