

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

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

Dear [Recipient Name],

I am writing to confirm my recent transaction/appointment with
[Company/Organization Name] on [date of transaction/appointment]. My
confirmation number is [Confirmation Number].

Please let me know if you require any further information regarding this
matter.

Thank you for your assistance.

Sincerely,
[Your Name]