

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Effective Date Confirmation

We are writing to confirm the effective date of [specific matter, e.g., a contract, agreement, employee start date, etc.].

Effective Date: [Insert Effective Date]

Please let us know if you have any questions or require further information regarding this matter.

Thank you for your attention to this confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]