

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm the effective date of [specific topic or agreement] as we previously discussed.

As per our agreement, the effective date will be [insert effective date]. Please let me know if you require any further information or documentation to finalize this process.

Thank you for your cooperation. I look forward to our continued collaboration.

Sincerely,

[Your Name]
[Your Title/Position]