

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of [Subject/Agreement/Appointment]

I hope this message finds you well.

I am writing to formally confirm [details of the subject, agreement, or appointment], which we discussed on [date of previous communication]. As agreed, [briefly outline the terms or details].

Please let me know if there are any additional details or changes needed.

We look forward to [future collaboration/meeting/working together].

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]

[Your Company's Website (if applicable)]