

[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 am writing to confirm [briefly state the purpose, e.g., our meeting scheduled for [date and time] at [location]].

[Provide any relevant details or information regarding the confirmation.]  
Please let me know if you have any questions or need to make any adjustments.

Thank you for your attention to this matter. I look forward to [mention the expected outcome, e.g., our meeting].

Best regards,

[Your Name]