

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

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

Dear [Recipient Name],

I am writing to confirm [specific details or event - e.g., our meeting on
DATE at LOCATION, your appointment on DATE, etc.].

Please let me know if you have any questions or need further information.

Thank you, and I look forward to [your response/seeing you].

Best regards,

[Your Name]

[Your Position, if applicable]