

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

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

Dear [Recipient Name],

I am writing to confirm [details of the confirmation, e.g., appointment, meeting, reservation].

[Provide additional details if necessary, including date, time, location, and any other relevant information].

Please let me know if you need any further information or if there are any changes required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]