

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to confirm [state the purpose, e.g., our meeting scheduled for DATE at TIME, or your acceptance of the job offer dated DATE].

[Provide any additional details or clarifications relevant to the confirmation.]

Thank you for your attention to this matter. Please feel free to reach out if you have any questions.

Best regards,

[Your Name]