

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Official Confirmation

We are pleased to officially confirm [the details of the confirmation, e.g., employment, agreement, appointment, etc.].

Details are as follows:

- **\*\*Subject/Position\*\***: [Insert subject or position]

- **\*\*Effective Date\*\***: [Insert date]

- **\*\*Terms/Conditions\*\***: [Insert any relevant terms/conditions]

We appreciate your [trust/interest/partnership] and look forward to [future collaboration/working together].

If you have any questions or require further information, please do not hesitate to contact us at [your phone number] or [your email address].

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]