

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm [specific details of the event, agreement, or information being confirmed].

[Provide any additional details or context as necessary.]

Please let me know if you have any questions or require further information. I look forward to your confirmation.

Thank you for your attention to this matter.

Best regards,

[Your Name]