

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

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

Dear [Recipient's Name],

I am writing to formally confirm [the event or agreement] that we discussed on [date of discussion].

[Provide any relevant details or information regarding the confirmation.]

Please let me know if you require any further information. I look forward to your acknowledgment of this confirmation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]