

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to confirm [specific details or agreement].
[Optional: Briefly elaborate on the confirmation details or context]
Please feel free to reach out if you have any questions or need further
information.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]