

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

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

Dear [Recipient's Name],

I am writing to confirm [specific information/details you are confirming].

Please let me know if you need any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]