

[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 formally confirm [the details of the confirmation, e.g., our meeting, reservation, agreement, etc.], scheduled for [date and time] at [location or platform].

[Optional: Include any additional details or context about the confirmation].

Please feel free to reach out if you have any questions or need further information. I look forward to [your response/meeting with you/our collaboration].

Thank you for your attention to this matter.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]