

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

[Recipient Name]
[Recipient Title]

Flathead Valley Community College

[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Confirmation of [Purpose of Confirmation]

I am writing to formally confirm [briefly state the purpose, e.g., "my enrollment", "the appointment", "the meeting details", etc.] at Flathead Valley Community College.

Details of the confirmation are as follows:

- Name: [Your Full Name]
- Student ID (if applicable): [Your Student ID]
- Date of [Event/Appointment]: [Date]
- Time: [Time]
- Location: [Location]

Thank you for your assistance in this matter. I look forward to [mention any expected outcomes, e.g., "starting my classes", "attending the meeting", etc.].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]