

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

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

Dear [Recipient's Name],

I am writing to formally confirm [specific details about the matter, e.g., your attendance at an event, acceptance of a position, agreement on terms, etc.].

Details are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Thank you for your attention to this matter. I look forward to [next steps, or your anticipation of the upcoming event/meeting, etc.].

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company, if applicable]