

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of [Subject/Reason for Confirmation]

I hope this letter finds you well. I am writing to formally confirm
[briefly state the purpose of the confirmation, e.g., our recent
conversation regarding the appointment].

[Provide additional details related to the confirmation, including dates,
times, and any other relevant information].

Thank you for your attention to this matter. If you have any questions or
need further clarification, please feel free to contact me.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Company/Organization, if applicable]