

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

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

Dear [Recipient Name],

Subject: Confirmation of [Specific Topic/Service]

I am writing to confirm the details of [specific topic or service] that was discussed on [date of discussion].

1. **\*\*Details\*\***:

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

2. **\*\*Next Steps\*\***:

- [Action Item 1]
- [Action Item 2]

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position, if applicable]