

[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 LFP

I hope this message finds you well.

I am writing to confirm the details regarding the LFP (Letter of Financial Provision) as discussed in our previous correspondence. Below are the key points for your review:

- **\*\*LFP Reference Number\*\***: [Reference Number]
- **\*\*Date of Issuance\*\***: [Issuance Date]
- **\*\*Amount\*\***: [Amount]
- **\*\*Validity Period\*\***: [Start Date] to [End Date]

Please let me know if all details are correct or if any adjustments are necessary. Your confirmation will help us proceed with the next steps smoothly.

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]