

[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 LNI (Labor and Industries)

I hope this message finds you well. I am writing to confirm the details regarding the Labor and Industries (LNI) matter we discussed recently. As per our conversation on [date of conversation], the following points were agreed upon:

1. [Point 1]
2. [Point 2]
3. [Point 3]

Please let me know if there are any discrepancies or additional information needed. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

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