

[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 LNB

I hope this message finds you well. I am writing to confirm the details of our recent agreement regarding the LNB (Letter of No Benefit) as discussed.

The key details of the LNB are as follows:

- **\*\*Parties Involved:\*\*** [Your Name / Your Organization Name] and [Recipient Name / Recipient Organization Name]
- **\*\*Date of Agreement:\*\*** [Insert Date]
- **\*\*Terms and Conditions:\*\*** [Briefly outline key terms]
- **\*\*Effective Date:\*\*** [Insert Date]
- **\*\*Duration:\*\*** [Insert Duration or Termination Clause if applicable]

Please review these details and confirm if everything is accurate. Should there be any discrepancies or if further discussion is needed, do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title if applicable]