

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of [Specific Item/Agreement/Meeting]

We are writing to confirm [details of the item/agreement/meeting being confirmed, including any relevant dates, parties involved, and specific terms or conditions].

Please let us know if you have any questions or require further information. We look forward to your acknowledgment of this confirmation.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]