

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I am writing to confirm [specific details to confirm, e.g., an  
appointment, meeting, reservation, etc.].  
Date: [Insert Date]  
Time: [Insert Time]  
Location: [Insert Location]  
Please let me know if you need any further information or if there are  
any changes to the schedule.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]