

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of [Specify Purpose]

I am writing to formally confirm [the details of the subject being confirmed, e.g., our recent discussion about the upcoming project, your appointment, etc.].

Details of the confirmation are as follows:

- Date: [Insert date]
- Time: [Insert time]
- Location: [Insert location, if applicable]
- [Any additional relevant details]

Please let me know if you require any further information or clarification. We look forward to [continuing our collaboration, meeting, etc.].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]