

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to confirm my phone number as part of our recent communication. My phone number is [Your Phone Number]. Please feel free to reach out to me at this number if you need to discuss any further details.

Thank you for your attention to this matter.

Sincerely,
[Your Name]