

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Company Registration Confirmation

Dear [Recipient's Name],

We are pleased to inform you that [Company Name] has been successfully registered under the laws of [Country/Region] as of [Registration Date]. Our registration number is [Registration Number].

Please find attached the necessary documents regarding our registration for your records.

Should you have any questions or require further information, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Company Name]