

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

Dear [Recipient Name],

Subject: Confirmation of QR Code Validation

I hope this message finds you well.

I am writing to confirm the successful validation of the QR code associated with [specific project, event, or purpose]. Our records indicate that the QR code was scanned on [date and time], and the information retrieved has been verified as accurate and complete.

Details of the validation are as follows:

- **\*\*QR Code ID:\*\*** [QR Code ID or description]
- **\*\*Date and Time of Scan:\*\*** [Date and Time]
- **\*\*Validated Information:\*\*** [Description of validated information]

If you have any questions or require further assistance regarding this validation, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

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