

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of [Specific Event/Agreement]

I hope this letter finds you well. I am writing to formally confirm  
[details of the event or agreement, including date, time, location, and  
any other pertinent information].

As discussed, [restate any key points or agreements made during previous  
conversations].

Please do not hesitate to reach out if you have any questions or need  
further clarification.

Thank you for your attention. I look forward to [next steps or future  
interaction].

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]