

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

****JJ Morgan****

[Recipient's Address]

[City, State, Zip Code]

Dear JJ Morgan,

Subject: Confirmation of [Specify the Purpose: e.g., Appointment, Employment, Participation, etc.]

We are pleased to confirm your [appointment/employment/participation] with [Your Company Name] scheduled for [Date/Time].

Details of your [appointment/employment/participation] are as follows:

- ****Position/Role:**** [Specify the position]
- ****Start Date:**** [Start Date]
- ****Duration (if applicable):**** [Specify Duration]
- ****Location:**** [Specify Location]

Please ensure you bring [mention any required documents or items] on the day. If you have any questions or need further information, feel free to contact us at [Your Phone Number or Email Address].

We look forward to welcoming you to [Your Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]