```
[Your Company Letterhead]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Re: Confirmation of SQL Query Execution
We are writing to confirm that your SQL query request has been
successfully processed. Below are the details of the query that was
executed:
**SQL Query:**
```sql
SELECT * FROM [Your Table Name] WHERE [Condition];
Execution Date: [Date of Execution]
Execution Time: [Time of Execution]
Number of Records Returned: [Number of Records]
If you have any further questions or require additional information,
please do not hesitate to reach out.
Thank you for your trust in us.
Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]
```