

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of VQA

I hope this message finds you well. I am writing to formally confirm the details of the VQA (Visual Quality Assessment) that we previously discussed.

[Insert any specific details related to the VQA, such as dates, times, locations, or any particular requirements.]

Please let me know if you need any further information or clarification.

I look forward to your confirmation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company, if applicable]