

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

VJ Smith
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear VJ Smith,

I am writing to confirm [specific details of the confirmation, e.g., our meeting scheduled for Date/Time, the agreement made regarding project details, etc.].

Please let me know if you require any additional information.

Thank you for your attention, and I look forward to our continued collaboration.

Sincerely,

[Your Name]
[Your Position]