

[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 [Subject/Topic]  
I hope this message finds you well. I am writing to formally confirm  
[briefly describe the purpose of the confirmation, e.g., "our scheduled  
meeting on [date] at [location]" or "the details of our agreement  
regarding [specific details]"].  
As per our discussion, [insert relevant details such as date, time,  
location, and any other pertinent information]. Please let me know if you  
require any additional information or if any changes need to be made.  
Thank you for your attention to this matter. I look forward to your  
confirmation.  
Best regards,  
[Your Name]  
[Your Title, if applicable]  
[Your Company/Organization Name, if applicable]  
[Your Signature (if sending a hard copy)]