

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

[Recipient Name]  
[Recipient Title]

WLBT

[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to confirm [specific detail, e.g., my participation in the upcoming event, receipt of documents, etc.]. As discussed, [briefly summarize the context or previous conversation].

Please let me know if you need any further information or assistance regarding this matter.

Thank you for your attention to this confirmation.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company, if applicable]