

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Confirmation of [Specific Subject/Agreement]

We are pleased to confirm [specific details about the agreement, event, or subject].

Details:

- [Detail 1]

- [Detail 2]

- [Detail 3]

Please feel free to reach out if you have any questions or require further information.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]