

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my participation in the XJail program scheduled for [date].

[Optional: Briefly mention your interest in the program and any relevant experiences.]

Please let me know if there are any additional steps I should complete before the start of the program.

Thank you for your assistance.

Sincerely,  
[Your Name]