

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: XDJ Confirmation

I hope this message finds you well. I am writing to confirm the details regarding the XDJ [specific project/event/subject] as discussed in our previous communications.

Details of the XDJ:

- ****Date:**** [Insert Date]
- ****Time:**** [Insert Time]
- ****Location:**** [Insert Location]
- ****Participants:**** [List of Participants]

Please let me know if there are any changes or additional information required. I look forward to your confirmation.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization Name]