

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of [Specify Purpose]

I hope this message finds you well. I am writing to confirm [provide details about the confirmation, such as an appointment, agreement, meeting, etc.].

Details are as follows:

- Date: [Insert date]
- Time: [Insert time]
- Location: [Insert location]
- Additional Information: [Any other pertinent details]

Please let me know if you require any further information or if there are any changes to the above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Company/Organization Name, if applicable]