

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

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

Dear [Recipient's Name],

I am writing to confirm the details of our recent discussion regarding
[describe the purpose or topic briefly, e.g., our upcoming project, the
meeting on DATE, etc.].

As per our conversation, the confirmed details are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Please let me know if there are any other details that need to be
included or if there are any changes to be addressed.

Thank you for your attention to this matter. I look forward to your
confirmation.

Sincerely,

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