

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the arrangements regarding [specific details related to YKY].

[Include any relevant details about the confirmation, such as dates, times, locations, and any other pertinent information.]

Please let me know if you have any questions or need further information. Thank you for your attention to this matter. I look forward to your confirmation.

Sincerely,
[Your Name]