

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

Ylva [Last Name]
[Recipient's Address]
[City, State, Zip Code]

Dear Ylva,

Subject: Confirmation Letter

I am writing to formally confirm [specify the purpose of the confirmation, e.g., your appointment, participation, agreement, etc.].

Details are as follows:

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

Please let us know if you have any questions or require further information. We look forward to [any next steps or outcomes].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]