

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of [Subject/Transaction/Appointment]

We are pleased to confirm the [details of the confirmation, e.g., appointment, transaction, event] occurring on [date] at [time].

Details:

- [Detail 1]

- [Detail 2]

- [Detail 3]

Please let us know if you have any questions or require further information.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]