

[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],

I am writing to confirm [specific details of the confirmation, e.g., your attendance at an event, acceptance of a job offer, etc.].

Details are as follows:

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

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

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