

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of [Specify the Purpose: e.g., Job Offer, Appointment, Order]

I am writing to formally confirm my [acceptance of the job offer/appointment/order] with Yves Saint Laurent. I appreciate the opportunity and am excited to [join your team/receive the order/other relevant details].

Details of the confirmation are as follows:

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

Please let me know if you require any further information or documentation. I look forward to [working together/enjoying the product/other relevant closing statement].

Thank you once again.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]