

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Letter of Confirmation
I am writing to confirm [specific detail or agreement] that we discussed
on [date].
[Provide any relevant details or context here.]
Please let me know if there are any additional details you require. I
look forward to your acknowledgment of this confirmation.
Thank you for your attention.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position (if applicable)]