

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of [Specific Matter/Agreement/Arrangement]

We are pleased to confirm that [brief description of the confirmation, e.g., your enrollment, your application, your appointment, etc.].

Details of the confirmation are as follows:

- Confirmation Number: [Number]
- Date: [Date]
- Time: [Time]
- Location: [Place]
- Additional Details: [Any relevant details]

Please feel free to reach out to us at [your contact information] if you have any questions or require further assistance.

Thank you for your attention to this matter. We look forward to [any next steps or relevant note].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]