

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of [specific details about the ZGP]

I am writing to confirm that [specific details about the ZGP, such as participation, agreement, meeting, etc.]. This confirmation serves to formalize our understanding and agreement regarding the [specific details and expectations].

Details are as follows:

- Date of [Event/Action]: [DD/MM/YYYY]
- Time: [HH:MM AM/PM]
- Location: [Venue/Address]
- Participants: [Names/Departments involved]
- Purpose: [Brief description of the objective]

Please feel free to reach out if you have any questions or require further information. We look forward to [positive closing statement, such as working together, hearing from you, etc.].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Company/Organization Name]