

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Confirmation of [Specify Subject]
I am writing to confirm [specify the details or event you are
confirming].
[Provide any additional details necessary for clarity.]
Please let me know if you require any further information.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Position, if applicable]