

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of [Specific Matter]

We are writing to formally confirm [details of the matter, e.g., agreement, meeting, appointment, etc.].

Details are as follows:

- **Date:** [Insert date]
- **Time:** [Insert time]
- **Location:** [Insert location]
- **Participants:** [List participants]

Please acknowledge receipt of this letter and confirm your availability.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]