

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of [Service/Agreement/Appointment]

We are pleased to confirm your [service/agreement/appointment] with us regarding [brief description of the service or agreement].

Details of the confirmation are as follows:

- Date: [Date]

- Time: [Time]

- Location: [Location]

- Participants: [Participants' Names]

Please feel free to reach out to us if you have any questions or require further information.

Thank you for your attention, and we look forward to [working with you/seeing you] soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]