

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear Zhao,

Subject: Confirmation of [Specific Purpose]

We are pleased to confirm [details of the confirmation, such as the event, appointment, reservation, etc.].

- Date: [Insert date]

- Time: [Insert time]

- Location: [Insert location]

- Additional Details: [Any other relevant information]

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

Thank you, and we look forward to [closing statement related to the confirmation].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]