

[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 Purpose]  
I am writing to confirm [details of the confirmation].  
[Provide any additional details or context here, if necessary.]  
Please feel free to reach out if you have any questions or need further clarification.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Title, if applicable]  
[Your Organization, if applicable]