

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Confirmation of [Specific Topic or Transaction]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally confirm [specific details of the confirmation, e.g., a meeting, agreement, transaction, etc.].

Details are as follows:

- **\*\*Date\*\***: [insert date]
- **\*\*Time\*\***: [insert time]
- **\*\*Location\*\***: [insert location]
- **\*\*Participants\*\***: [insert names and titles if applicable]
- **\*\*Agenda\*\***: [briefly outline agenda items or objectives]

Please let me know if there are any changes or additional points you would like to discuss.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]