

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation Letter for ZJCC

I am writing to confirm [the details of the event, agreement, or arrangement related to ZJCC]. This confirmation is intended to ensure that all parties are aligned regarding [specific details such as dates, times, locations, expectations, etc.].

Details:

- **Event/Agreement Name:** [Event or agreement name]
- **Date:** [Date of the event or agreement]
- **Location:** [Venue or location details]
- **Time:** [Start and end times]
- **Participants:** [Names and roles of key participants]

Please review the above details and let us know if you have any questions or require further information. We look forward to [any additional remarks about the relationship or next steps].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization]