

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Confirmation of [Subject Matter]

Dear [Recipient's Name],

We are pleased to confirm that [details about the confirmation, e.g., your application, appointment, agreement, etc.]. The details are as follows:

- **Date of Confirmation:** [Date]

- **Subject/Agreement/Appointment:** [Details]

- **Additional Information:** [Any other relevant details]

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

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]