

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of [specific subject, e.g., appointment, order, agreement]

I am writing to confirm [briefly describe the purpose of the confirmation, e.g., the details of the appointment, order, agreement, etc.].

Details are as follows:

- **Date**: [insert date]
- **Time**: [insert time]
- **Location**: [insert location if applicable]
- **Details**: [insert relevant information or specifics]

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]