

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Qatar National Bank (QNB)
[Bank's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Confirmation of [Specific Request or Action]
I am writing to confirm [details of the request or action] that took place on [date]. This letter serves as an official record of our communication regarding [specifics of the matter].
[Provide additional details or context about the confirmation, such as any agreements, transactions, or specifics surrounding the matter.]
Thank you for your assistance in this matter. Should you need any further information, please feel free to contact me at [your phone number] or [your email address].
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]