

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to confirm the successful installation and functionality of VLC Media Player on my system.

The details of the installation are as follows:

- **Software Name:** VLC Media Player
- **Version:** [Version Number]
- **Installation Date:** [Date of Installation]
- **Operating System:** [Your Operating System]

I appreciate the availability of this versatile media player and am pleased to report that it is working efficiently for my media playback needs.

Thank you for your support.

Sincerely,

[Your Name]