

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Confirmation of [Purpose/Subject]
I am writing to confirm [specific details regarding the purpose, date,
and any related information].
[Additional details or context related to the confirmation.]
Please feel free to reach out if you need further information or
clarification.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

****Excel Format**:**

Field	Detail
Company Name	[Your Company Name]
Company Address	[Your Company Address]
City, State, Zip	[City, State, Zip Code]
Email	[Email Address]
Phone	[Phone Number]
Date	[Date]
Recipient Name	[Recipient Name]
Recipient Title	[Recipient Title]
Recipient Company	[Recipient Company Name]
Recipient Address	[Recipient Address]
Recipient City, State, Zip	[City, State, Zip Code]
Purpose/Subject	[Purpose/Subject]
Additional Details	[Additional details or context]
Your Name	[Your Name]
Your Title	[Your Title]
Your Company Name	[Your Company Name]