

Confirmation Letter Format

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Confirmation of [Subject Matter]

I am writing to formally confirm the details of our recent discussion/meeting/conversation regarding [mention what is being confirmed, such as job offer, meeting, agreement, etc.].

Details:

- **Date:** [Date of the event/meeting]
- **Time:** [Time of the event/meeting]
- **Location:** [Address or online platform details, if applicable]
- **Other details:** [Any additional important information]

We are looking forward to [working together, meeting, or collaborating on the project]. Should there be any changes or additional information needed, please feel free to contact me at [your phone number or email].

Thank you for your attention, and I look forward to your confirmation of these details.

Sincerely,

[Your Name]

[Your Job Title]