

[Mention name of Sender]

[Mention designation of sender]

[Address of the sender]

To,

[Mention recipient name]

[Address of recipient]

Subject- Confirmation Letter for an appointment [Mention the position]

Dear sir/ma'am,

Based on the conversation that took place between us on [time] we are confirming the appointment on [mention time and date]

It will be great convenience and pleasure for us to be able to discuss face to face about [mention details]. We will keep some of our office brochure and templates ready for you so that can you get an idea of the agreement very soon.

We are looking forward to meet you and let us know if you need any additional information.

Best Regards,

[Name of authorized signatory]

[Designation of authorized signatory]