

Date: [Insert Date]

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm that the matter regarding [brief description of the matter] has been successfully resolved as of [resolution date]. We appreciate your cooperation and support in achieving a satisfactory outcome.

Should you have any further questions or require additional information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]