

Confirmation Letter

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Position]
[Magazine Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Confirmation of Unresolved Magazine Distribution Issue

Dear [Recipient's Name],

I am writing to confirm the ongoing issues regarding the distribution of [Magazine Name]. As per our previous communications, I would like to summarize the unresolved matters and their impact on our operations.

- 1. Issue Overview:** [Briefly describe the main distribution issues encountered.]
- 2. Previous Correspondence:** [Mention any relevant previous communications and promises of resolution.]
- 3. Urgency of Resolution:** [Explain why a timely resolution is critical.]

I kindly request an update on this matter at your earliest convenience, as we aim to ensure uninterrupted service for our clients.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

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