

# Committee Decision Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally confirm the decision made by the [Committee Name] during the meeting held on [Meeting Date]. After careful consideration of the matters presented, the committee has reached the following conclusions:

- Decision Point 1: [Description]
- Decision Point 2: [Description]
- Decision Point 3: [Description]

We appreciate your contributions and commitment to [Relevant Context or Subject]. If you have any questions or require further information regarding this decision, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Committee Name]