

# Instruction Confirmation Letter

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the instructions provided during our recent communication regarding [specific instructions or subject matter]. This letter serves to ensure clarity and to document our mutual understanding.

Details of the instructions are as follows:

- [Instruction 1]
- [Instruction 2]
- [Instruction 3]

Please review these instructions and confirm your acceptance by signing and returning a copy of this letter. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]