

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our recent conversation regarding the confirmation of the services we discussed on [insert date of previous conversation]. We are eager to move forward with the arrangements and would appreciate your confirmation at your earliest convenience.

If you require any further information or if there are any changes on your end, please do not hesitate to reach out. We value our partnership and are looking forward to working together.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]