

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a confirmation of alignment regarding [specific topic or project]. As we proceed with the next steps, it is crucial that we ensure that all parties are on the same page.

Could you please confirm the following details:

1. [Detail 1]
2. [Detail 2]
3. [Detail 3]

Your collaboration in this matter is greatly appreciated, and I look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,
[Your Name]
[Your Position]