

Letter of Request for Offer Letter Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of the offer letter that was extended to me for the position of [Job Title] on [Date of Offer]. I am excited about the opportunity to join [Company Name] and am eager to finalize the necessary details.

Could you please confirm if the offer is still valid and provide any additional steps required on my part? I appreciate your assistance with this matter and look forward to your prompt response.

Thank you very much for your attention.

Sincerely,

[Your Name]