

Informal Third Party Confirmation Email

Subject: Confirmation Regarding [Matter]

Hi [Recipient Name],

Just reaching out to confirm that [Company/Individual Name] has [done/approved] [specific matter].

We are happy to verify this information as requested.

Let us know if you need any more details!

Best regards,

[Sender Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/third-party-confirmation-letter>