

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]

**Date: [Insert Date of Letter Issuance]**

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Regarding: Official Confirmation of Letter Issuance Date

This letter serves as formal documentation that the document titled "[Title of Document]" was officially issued and sent on **[Insert Date]**.

Please ensure that your records are updated to reflect this date of issuance for any relevant deadlines or administrative requirements.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title/Position]