**Formal Business Letter Template:**

(insert sender address)

(enter date)

(insert recipient address)

Subject: Decision Confirmation

Dear Mr/Mrs (name),

Following our meeting on (insert date) regarding (give details), I am writing this letter to follow-up on a few of the topics we discussed. In particular, the point of (insert details) is pending confirmation.

As you know, I have deadlines to comply with and would need an answer as soon as possible. I know that you will make the right decision and am simply expecting a formal confirmation of (give details).

The next conference meeting will be held on (give date) at (location details) so I would appreciate if you reply before this date so that in the next meeting we can discuss our progress concerning (enter topic/point of discussion). Feel free to contact me should you need to discuss anything further.

Thank you for your cooperation,

(signature)

(your name)

(job title)

(contact information)