

**Date:** [Insert Current Date]

**Subject:** Official Confirmation of Issuance Date

To Whom It May Concern,

This letter serves to formally confirm the issuance date of the following document:

- **Document Name:** [Insert Document Name]
- **Document Reference Number:** [Insert Reference Number]
- **Original Date of Issuance:** [Insert Issuance Date]

Please update your records accordingly. Should you require further verification regarding this timeline, please do not hesitate to contact our office.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]