

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my attendance at [Event Name] scheduled for [Event Date] at [Event Location]. I am looking forward to participating in the discussions and networking opportunities that this event offers. Please let me know if there are any specific details or preparations needed prior to the event.

Thank you for the invitation, and I look forward to seeing you there.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]