

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally confirm my attendance at the [Event Name] scheduled for [Date] at [Location]. I am looking forward to participating in this exciting event and engaging with other attendees.

Please let me know if there are any specific preparations or materials I should bring.

Thank you for the opportunity to be part of this event. I look forward to seeing you there.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]