

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Organization]
[Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally confirm my attendance at the upcoming charity event, [Event Name], scheduled for [Date] at [Location]. I am excited about the opportunity to support [cause or organization] and contribute to making a positive impact. Please let me know if there are any specific guidelines or further details I should be aware of ahead of the event.

Thank you for the invitation, and I look forward to a wonderful evening.

Best regards,

[Your Name]
[Your Title/Organization, if applicable]