

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my attendance at the [Name of the Event] scheduled for [Date] at [Location]. I am looking forward to the opportunity to engage with fellow professionals and gain insights into [specific topics or themes relevant to the event].

Please let me know if there are any specific materials or preparations needed prior to the event.

Thank you for the invitation. I look forward to contributing to and learning from this gathering.

Sincerely,
[Your Name]