

[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 am writing to formally confirm my attendance at the [Name of the Gala] scheduled for [Date] at [Venue]. I am looking forward to an evening of celebration and support for [cause or purpose of the gala].

Please let me know if there are any specific details or preparations I should be aware of before the event.

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

Warm regards,

[Your Name]
[Your Title/Position (if applicable)]
[Optional: Your Organization/Company Name]