

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my attendance at the [Event Name] scheduled for [Date] at [Location]. I am looking forward to participating and appreciate the invitation.

Please let me know if there are any further details or preparations needed on my part.

Thank you, and I look forward to seeing you at the event.

Sincerely,
[Your Name]