

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm my participation in the [Event Name] scheduled for [Event Date] at [Event Location].

I appreciate the opportunity to be part of this event and look forward to contributing to its success. Please do not hesitate to reach out if you need any additional information or assistance from my side.

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

Best regards,

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