

Subject: RSVP for [Event Name]

Dear [Recipient's Name],

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

Please find my details below:

Name: [Your Name]

Email: [Your Email]

Number of Guests: [Number of Guests]

Looking forward to the event and thank you for the invitation!

Best regards,

[Your Name]

[Your Contact Information]