

[Your Name]  
[Your Position]  
CJ Pony Parts  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Event Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. On behalf of CJ Pony Parts, I am writing to express our enthusiasm for participating in the upcoming [Event Name] scheduled for [Event Date] at [Event Location].

We believe that our presence at this event will not only enhance the experience for attendees but also showcase our range of high-quality products and services tailored for automotive enthusiasts.

We would like to confirm our participation and discuss any specific requirements or details regarding our involvement. Please let us know how we can best support the event and contribute to its success.

Thank you for the opportunity. We look forward to a successful partnership at [Event Name].

Best regards,

[Your Name]  
[Your Position]  
CJ Pony Parts