

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Event Participation Request

I hope this message finds you well. I am writing to acknowledge receipt of your request to participate in [Event Name] scheduled for [Date] at [Location].

We appreciate your interest in being a part of this event and recognize the significance of your participation. Your request has been received and is currently under review. We will get back to you shortly regarding the details and further arrangements.

Thank you for your commitment to contributing to the success of [Event Name]. Should you have any questions in the meantime, please do not hesitate to reach out.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Organization]