

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

[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my participation in the [Event Name] organized by [Institution/Organization Name], which will take place on [Date] at [Location].

I am eager to contribute and engage with fellow participants and speakers on [specific topics or activities related to the event].

Please let me know if there are any further requirements or information needed from my end prior to the event.

Thank you for the opportunity, and I look forward to being a part of this event.

Sincerely,

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