

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Organization/Meeting Location]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you in good spirits. I am writing to confirm my attendance at the upcoming Jehovah's Witness meeting scheduled for [Date] at [Time]. I am looking forward to joining fellow members for worship and fellowship.

If there are any specific topics or preparations needed for the meeting, please let me know. I appreciate your efforts in organizing this gathering and look forward to seeing everyone.

Thank you!

Warm regards,

[Your Name]