

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my participation in the [Name of Event/Program] scheduled for [Date]. I appreciate the opportunity to be a part of this initiative and look forward to contributing positively.

Please let me know if there are any additional details or preparations required ahead of the event.

Thank you for your consideration.

Sincerely,

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