

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

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to extend my gratitude for your interest in [Event Name], which will be held on [Event Date] at [Event Location].

As the event date approaches, I wanted to follow up to confirm your attendance and share some additional details about the program. We are excited to feature [highlight key speakers or sessions], along with opportunities for networking and collaboration.

Please let us know if you have any questions or specific requirements. We look forward to your participation in making this event a success.

Thank you and best regards,

[Your Name]
[Your Title]
[Your Organization]
[Contact Information]