

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

KBTX News

[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my participation in [event or purpose of the confirmation] on [date] at [location]. I appreciate the opportunity to [mention any specific details related to your participation].

Please let me know if you need any additional information or documentation from my side. I look forward to [mention any expectations].

Thank you for your attention to this matter.

Sincerely,

[Your Name]