

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

Dear [Recipient's Name],

Subject: Attendance Confirmation for Khan Academy Event

I hope this letter finds you well. I am writing to formally confirm the attendance of [Participant's Name(s)] at the upcoming Khan Academy event scheduled for [Event Date] at [Event Location].

Our participants are looking forward to engaging with the content and activities planned, and we appreciate the opportunity to be part of such an inspiring educational platform.

Please let us know if there are any additional requirements or information needed from our end.

Thank you for your attention, and we look forward to collaborating with Khan Academy.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]