

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm my participation in [specific event, program, or meeting] on [date] at [location].

Details of my participation are as follows:

- Event/Program Name: [Name]
- Date: [Date]
- Time: [Start and End Time]
- Location: [Venue/Platform]

Please let me know if there are any materials or information I should prepare in advance.

Thank you for the opportunity, and I look forward to [participating in/meeting you at] this event.

Sincerely,  
[Your Name]