

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

Dear [Recipient's Name],

I am writing to formally confirm my attendance at the upcoming Kung Fu Seminar scheduled for [Date] at [Location]. I am excited about the opportunity to enhance my martial arts skills and learn from esteemed instructors.

Please let me know if there are any specific requirements or preparations I should complete prior to the seminar.

Thank you for the opportunity, and I look forward to being part of this enriching experience.

Sincerely,

[Your Name]  
[Your Martial Arts School/Organization, if applicable]  
[Your Rank/Level, if applicable]