

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

[Recipient's Name]
[Recipient's Title]
[Church Name]

[Church Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm my attendance at the [specific event/service, e.g., Sacrament Meeting, Wednesday Night Activity] held on [date]. It was a wonderful experience to gather with fellow members of our ward and participate in meaningful discussions and worship.

Thank you for your efforts in organizing such uplifting gatherings. I look forward to continuing to participate in our community services.

Sincerely,

[Your Name]

[Your Member Number or Ward Name, if applicable]