

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Position]
[Church Name]
[Church Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my participation in the upcoming [specific activity or event name] organized by the [specific ward or unit name] of The Church of Jesus Christ of Latter-day Saints.

Details of the event are as follows:

- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Event Location]
- **Purpose:** [Brief description of the event]

I am looking forward to being a part of this meaningful activity and contributing to its success. Please let me know if there are any further details or preparations required on my part.

Thank you for your efforts in organizing this event.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Ward/Stake Name]