

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

[Recipient Name]
[Temple Name]
[Temple Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my upcoming visit to the [Temple Name] on [Date] at [Time]. I am looking forward to participating in the sacred ordinances and experiencing the peace and reverence of the temple.

Please let me know if there are any specific guidelines or requirements I should be aware of prior to my visit.

Thank you for your assistance, and I look forward to my time at the temple.

Sincerely,

[Your Name]

[Your Membership Record Number, if applicable]