

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

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

Dear [Recipient's Name],

Subject: Confirmation of GVSW

I hope this message finds you well. I am writing to confirm my participation in the GVSW event scheduled for [date] at [location]. I am looking forward to contributing to the discussions and events planned. Please let me know if there are any further details or preparations needed on my part before the event.

Thank you for the opportunity.

Best regards,

[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]