

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm your participation in the upcoming Qigong session. Below are the details for your reference:

****Session Title:**** [Title of the Session]

****Date:**** [Date of Session]

****Time:**** [Start Time] - [End Time]

****Location:**** [Venue/Address]

****Instructor:**** [Instructor's Name]

****What to Bring:**** [Any items participants need to bring]

We are looking forward to having you join us for this rejuvenating experience. Please arrive at least [time] minutes early to allow for check-in.

If you have any questions or need further information, feel free to reach out.

Best regards,

[Your Name]
[Your Title/Organization]
[Contact Information]