

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Confirmation of [Purpose/Activity]

Dear [Recipient Name],

We are pleased to confirm your [participation/reservation/appointment] regarding [specific details about the purpose/activity] scheduled for [date and time] in Qingdao.

Details of the confirmation are as follows:

- ****Event/Activity:**** [Description of the event/activity]
- ****Date:**** [Date]
- ****Time:**** [Start and End Time]
- ****Location:**** [Venue/Address in Qingdao]
- ****Other Details:**** [Any additional relevant information]

Please feel free to reach out to us if you have any questions or require further information.

Thank you for your attention, and we look forward to [seeing you/working with you] soon.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]