

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

Dear [Recipient Name],

Subject: Confirmation of RLS Participation

I am writing to confirm your participation in the [RLS Name/Program] scheduled for [Date] at [Location]. We are pleased to have you as part of this event and look forward to your contributions.

Please find the details below:

- ****Event Name:**** [Event Name]
- ****Date and Time:**** [Date and Time]
- ****Location:**** [Venue/Address]
- ****Agenda:**** [Brief agenda if applicable]

If you have any questions or require further information, please feel free to reach out to me directly.

Thank you for your commitment, and we look forward to seeing you soon.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]