

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

[Recipient's Name]
[Fighter's Name]
[Address]

[City, State, Zip Code]

Dear [Fighter's Name],

We are pleased to extend an official communication regarding your participation in the upcoming [Event Name] scheduled for [Event Date]. This marks an important occasion, and we are excited to have you as part of our lineup.

As one of our esteemed fighters, we would like to confirm the following details pertaining to your fight:

- Opponent: [Opponent's Name]
- Weight Class: [Weight Class]
- Venue: [Venue Name]
- Event Time: [Start Time]

Please review the attached documents regarding your contract, fight week schedule, and promotional commitments. We ask that you respond by [Response Deadline] to confirm your participation and address any questions or concerns you may have.

Thank you for your continued dedication to the sport and for representing our organization with pride and skill in the Octagon.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Organization/Promotion Name]