

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your registration for the VJAX event scheduled for [Event Date] at [Event Location].

Event Details:

- **Event Name:** VJAX

- **Date & Time:** [Event Date] at [Event Time]

- **Location:** [Event Address]

- **Registration Fee:** [Fee Amount]

Please ensure to bring this confirmation letter for your check-in at the event. For any inquiries, feel free to contact us at [Contact Email] or [Contact Phone Number].

Thank you for your participation, and we look forward to seeing you at VJAX!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]