

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

[Recipient Name]
[Recipient Title]
[WKCC or Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm my attendance at the upcoming WKCC meeting scheduled for [date] at [time]. I appreciate the opportunity to participate and look forward to engaging with fellow members on the agenda items.

Please let me know if there are any materials I should review prior to the meeting.

Thank you for the invitation.

Best regards,

[Your Name]
[Your Position/Title, if applicable]
[Your Organization, if applicable]