

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my participation in [event/meeting/training] scheduled for [date] at [location]. I appreciate the opportunity to [briefly state purpose, e.g., discuss project details, attend the seminar, etc.].

Please let me know if there are any materials or preparations required prior to the event. I look forward to [mention any relevant expectation, e.g., our discussion, learning from the event, etc.].

Thank you for the confirmation.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company, if applicable]