

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your participation in the XJS program scheduled for [date] at [location]. Below are the details of your involvement:

- **Event Name:** XJS Program
- **Date and Time:** [Date and Time]
- **Location:** [Venue Address]
- **Contact Person:** [Contact Name & Phone/Email]

Please let us know if you have any specific requirements or questions regarding the event. We look forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]