

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my participation in the upcoming event on [Event Date] at [Event Location]. I appreciate the opportunity to be part of this event and look forward to contributing to the agenda.

Please let me know if there are any materials or information you require from me prior to the event.

Thank you for your attention, and I look forward to your reply.

Sincerely,

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