

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Church/Organization Name]
[Church/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally confirm my participation in the upcoming Confirmation ceremony for the XVII group. Please find the details regarding the ceremony below:

- **Date:** [Date of Ceremony]
- **Time:** [Time of Ceremony]
- **Location:** [Venue/Church Name]

I am looking forward to this significant milestone and appreciate your guidance throughout the preparation process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]