

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

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

Dear [Recipient's Name],

I am writing to confirm my participation in the [Event/Program Name] scheduled for [Date] at [Location]. I appreciate the opportunity to be involved and look forward to contributing.

Please find the details of my participation below:

- Name: [Your Name]
- Event/Program Name: [Event/Program Name]
- Date: [Date]
- Time: [Time]
- Location: [Location]

If you require any further information or documentation, please let me know. Thank you for the confirmation, and I look forward to your reply.

Sincerely,

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