

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

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

Dear [Recipient's Name],

I am writing to confirm my attendance at [Event Name], scheduled for [Date] at [Location]. I am looking forward to participating and engaging with fellow attendees.

Thank you for the invitation. If there are any materials or preparations needed ahead of the event, please let me know.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]