

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

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

Dear [Recipient Name],

Subject: Confirmation of ZDARMA Participation

I am writing to confirm my participation in the ZDARMA program. I appreciate the opportunity to engage and am looking forward to the experience.

Please let me know if there are any further details or documents required from my end.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]