

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to RSVP for the [Event Name] scheduled on [Event Date] at [Event Location].

I am pleased to confirm my attendance and look forward to participating in this event. Please let me know if there's anything I can bring or contribute.

Thank you for the invitation, and I look forward to seeing you there!

Best regards,

[Your Name]