

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

Dear [Recipient Name],

Subject: Confirmation of Participation in ZGH

I am writing to formally confirm [Your Organization]'s participation in the upcoming ZGH event scheduled for [Event Date] at [Event Location]. We are pleased to be part of this significant gathering and look forward to contributing to the discussions and activities.

Please find the relevant details of our participation below:

- Participant Name(s): [List Names]
- Contact Information: [Phone/Email of Participants]
- Required Materials/Equipment: [List if applicable]

We appreciate this opportunity and anticipate a fruitful engagement with all attendees. Should you need any further information or have specific requirements, please do not hesitate to reach out.

Thank you for including us in this event.

Sincerely,

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