

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of ZGP Participation

We are pleased to confirm your participation in the [specific ZGP program or event name] scheduled for [date] at [location].

Please find the details below:

- \*\*Participant Name:\*\* [Participant Name]

- \*\*Program/Event:\*\* [Program/Event Title]

- \*\*Date:\*\* [Date]

- \*\*Time:\*\* [Start Time] - [End Time]

- \*\*Venue:\*\* [Venue Name or Online Link]

We look forward to your valuable contribution to the program and are excited to have you on board. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]