

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

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

Dear [Recipient Name],

Subject: Confirmation of ZRC Participation

I hope this letter finds you well. I am writing to formally confirm my participation in the [specific event/program] organized by the ZRC.

Details of my participation are as follows:

- Full Name: [Your Full Name]
- Position/Title: [Your Position]
- Date of Event: [Date]
- Location: [Event Location]

Please let me know if there are any additional materials or information needed prior to the event.

Thank you for the opportunity, and I look forward to being a part of this important initiative.

Sincerely,

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