

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my attendance at [Event Name] scheduled for [Date] at [Location]. I appreciate the invitation and look forward to participating in [specific activities or sessions, if applicable]. Please let me know if there are any materials I should prepare or any additional information regarding the event.

Thank you for the opportunity.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization, if applicable]