

[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 hope this message finds you well. I am writing to confirm my attendance at [event/meeting name] scheduled for [date] at [location/time].

Thank you for the opportunity, and I look forward to participating.

Best regards,

[Your Name]
[Your Position/Title] (if applicable)
[Your Company/Organization] (if applicable)