

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of QNS

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

Here are the details of your confirmation:

- Participant Name: [Name]
- Registration Number: [Registration Number]
- Event Date: [Date]
- Time: [Time]
- Location: [Event Venue/Online Link if applicable]

Please ensure to bring [any necessary documents or items] and arrive at least [X minutes] early for check-in.

Should you have any questions or require further information, please do not hesitate to contact us at [contact email/phone number].

We look forward to seeing you!

Best regards,

[Your Name]

[Your Job Title]

[Your Company/Organization]

[Contact Information]