

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

[Recipient's Name]  
[Recipient's 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 participation in the upcoming XQQ event scheduled for [Date] at [Location]. I appreciate the opportunity to be involved and am looking forward to the event.

Please let me know if there are any specific details or requirements I need to be aware of prior to the event.

Thank you for your assistance.

Best regards,

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