

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Zhang [Last Name]

[Zhang's Address]

[City, State, Zip Code]

Dear Zhang,

We are pleased to confirm your participation in [specific event or opportunity] scheduled for [date] at [location]. Your contribution is greatly valued, and we are looking forward to your involvement.

Please find the details of the event below:

- Event: [Event Name]

- Date: [Date]

- Time: [Start Time - End Time]

- Location: [Location/Address]

- Agenda: [Brief agenda or description]

Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation, and we look forward to seeing you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Signature (if sending a hard copy)]