

official confirmation letter

Subject: Confirmation of Attendance “ [Event Name]

Dear [Organizer Name],

I am writing to formally confirm my attendance at [Event Name] scheduled for [Date] at [Venue]. I

appreciate the kind invitation and look forward to participating in this esteemed event.

Thank you for including me, and please let me know if any further information is required prior to the event.

Sincerely,

[Your Name]

[Contact Information]

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