provisional attendance confirmation

Subject: Tentative Confirmation â€" [Event Name]

Dear [Organizer Name],

Thank you for the invitation to [Event Name] on [Date]. I would like to provisionally confirm my attendance and will provide final confirmation by [Date].

I appreciate your understanding and look forward to attending.

Best regards,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/confirmation-letter-for-invitation