

Participation Confirmation Letter with Special Instructions

Subject: Confirmation of Participation “ [Event Name]

Dear [Participant Name],

We are happy to confirm your participation in [Event Name] on [Date]. Please note the following instructions:

1. Arrive at the venue by [Time].
2. Bring identification and registration confirmation.
3. Follow the attached dress code and materials guidelines.

Looking forward to your active engagement.

Sincerely,

[Organizer Name]

[Organization]

[Date]

Get more templates here:

<https://www.lettersandtemplates.com/letters/participation-confirmation-letter>