

[Your Name]  
[Your Position / Title]  
[Your Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP]

[Date]

[Recipient's Name]  
[Recipient's Position / Title]  
[Recipient's Organization]  
[Recipient's Address Line 1]  
[Recipient's Address Line 2]  
[City, State, ZIP]

Subject: Confirmation of Attendance

Dear [Recipient's Name],

I am writing to confirm my attendance at [Event Name] scheduled to take place on [Event Date] at [Event Venue/Location].

Thank you for the invitation. Please let me know if further information is required.

Sincerely,

[Your Name]  
[Your Position / Title]  
[Contact Information]