

[Your Organization Name]
[Organization Address]
[City, State, ZIP]
[Phone Number]
[Email Address]

Date: _____

To,

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP]

Subject: Confirmation of Registration

Dear [Recipient's Name],

We are pleased to confirm your registration for [Event/Program Name] scheduled on [Date] at [Venue/Location].

Please find the following details for your reference:

Registration Number: _____
Event/Program Name: _____
Date & Time: _____
Venue/Location: _____

Kindly keep this letter for your records. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]