

# Confirmation of Attendance

Dear [Media Attendee's Name],

We are pleased to confirm your attendance at our behind-the-scenes media tour scheduled for [Date] at [Time].

The tour will take place at [Location]. We are excited to provide you with an exclusive look at [Description of the tour highlights].

Please arrive at least 15 minutes early for registration. If you have any questions or require further information, do not hesitate to contact us at [Contact Information].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]