

# Confirmation of Event Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Specialty Fair, scheduled to take place on [Event Date] at [Event Venue].

Event Details:

- **Event Name:** Specialty Fair
- **Date:** [Event Date]
- **Time:** [Event Time]
- **Venue:** [Event Venue]

Please feel free to reach out if you have any questions or need further information.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]