

# RSVP Confirmation

Dear [Host's Name],

Thank you for the invitation to the Industry Networking Gala on [Date] at [Location]. I am pleased to confirm my attendance.

Details of my attendance are as follows:

- Name: [Your Name]
- Company: [Your Company]
- Title: [Your Title]
- Number of Guests: [Number]

If there are any specific items or activities I should prepare for, please let me know.

Looking forward to an inspiring evening!

Best regards,  
[Your Name]  
[Your Email]  
[Your Phone Number]