

Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient Name],

We are pleased to confirm your attendance at the [Event Name] scheduled for [Event Date] at [Event Location].

Details of the event are as follows:

- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Venue:** [Event Location]
- **Dress Code:** [Dress Code]

We look forward to your presence at the event. Please let us know if you have any special requirements.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]