

# Letter of Agreement to Attend the Function

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally confirm my agreement to attend the [Name of the Function] scheduled on [Date of the Function] at [Venue/Location].

As discussed, I will arrive by [Arrival Time] and will be available for the entire duration of the event. I look forward to participating and contributing to the event in any way I can.

Thank you for the invitation. Please let me know if there are any specific details or requirements I should be aware of ahead of time.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]