

Subject: Appeal for Attendance Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for confirmation of my attendance at [Event/Meeting Name] scheduled on [Date] at [Location]. Due to [brief reason for attendance concern], I am uncertain about my participation.

It is important for me to be present due to [reason for importance of attending]. I kindly request your assistance in confirming my attendance for planning purposes.

Thank you for considering my appeal. I look forward to your prompt response and hope to participate actively in the event.

Warm regards,

[Your Name]

[Your Position/Title]

[Your Organization]