

Confirmation of Attendance

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to confirm my attendance at the upcoming Board Director Trade Association Meeting scheduled for [insert date] at [insert location]. I look forward to participating in discussions and networking with fellow board members.

Please let me know if there are any specific materials or topics that I should prepare in advance.

Thank you for the opportunity to contribute. I look forward to the event.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]