

# Request for Public Appearance Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your confirmation for your upcoming public appearance at [Event Name] scheduled on [Date] at [Location]. Your participation would be greatly valued and beneficial to our audience.

Please let us know if you are able to attend and any specific requirements you may have for the event. We would appreciate your confirmation by [RSVP Deadline].

Thank you for your consideration, and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]