

Confirmation of Involvement in Promotional Event

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your involvement in our upcoming promotional event titled "[Event Name]" scheduled for [Event Date] at [Event Location]. Your participation is highly valued and we believe it will significantly contribute to the success of this event.

Details of the event are as follows:

- **Event Date:** [Insert Date]
- **Time:** [Insert Start and End Time]
- **Location:** [Insert Address]
- **Purpose:** [Brief Description of Purpose]

Please confirm your availability for the event by [RSVP Date]. Should you have any questions, feel free to contact us at [Contact Information].

We look forward to your participation!

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]