

# Letter of Affirmation of Attendance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Event Organizing Committee]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to affirm my attendance at the [Event Name] scheduled to be held on [Date] at [Location]. I am looking forward to participating and contributing to the discussions.

Please let me know if there are any further details or preparations required prior to the event.

Thank you for the opportunity, and I look forward to seeing you soon.

Sincerely,

[Your Name]