

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Subject: Agreement to Participate in [Event Name]

Dear [Recipient's Name],

I am writing to formally confirm my participation in the [Event Name] scheduled for [Event Date] at [Event Venue]. I am excited about the opportunity to contribute to this noble cause organized by [Organization's Name] aimed at [Brief Description of the Event's Purpose or Cause].

As per our discussion, I agree to support this event in the following manner:

- Role: [Your Role/Contribution]
- Date and Time of Participation: [Specific Date and Time]
- Expectations: [Brief Description of Expectations]

I am looking forward to collaborating with your team and helping to make [Event Name] a success. Please do not hesitate to reach out if you require any further information or clarification.

Thank you for the opportunity to support this important initiative.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]