

# Confirmation of Attendance

Date: [Insert Date]

Dear [Alum's Name],

Thank you for your response! We are pleased to confirm your attendance at the upcoming Alumni Reunion.

Event Details:

- **Date:** [Insert Event Date]
- **Time:** [Insert Event Time]
- **Location:** [Insert Location]

We look forward to seeing you and reconnecting with fellow alumni. If you have any questions, please feel free to reach out.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Contact Information]