

Confirmation of Attendance

Dear [Recipient's Name],

We are pleased to invite you to the [Award Ceremony Name] scheduled for [Date] at [Time]. The event will take place at [Venue]. Your presence would mean a lot to us as we celebrate the achievements of [Award recipients or relevant information].

Please confirm your attendance by [RSVP Deadline] so we can make the necessary arrangements.

Thank you, and we look forward to welcoming you.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]
[Contact Information]