

# Confirmation of Attendance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the Groundbreaking Ceremony for the [Project Name] on [Date of Ceremony] at [Time]. The event will take place at [Location].

Your presence at this significant event is greatly appreciated as we celebrate the beginning of this exciting project.

Please let us know if you have any special requirements or need further information.

Thank you, and we look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]