

Notice of Participation in Talent Show

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Participation in Talent Show Event

Dear [Recipient's Name],

I am writing to formally notify you of my intention to participate in the upcoming Talent Show scheduled for [Event Date] at [Event Venue]. I am excited to showcase my talent in [briefly describe your talent, e.g., singing, dancing, etc.].

Please let me know if there are any specific requirements or preparations needed prior to the event. I look forward to being a part of this exciting occasion.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Information]