

# Confirmation of Attendance

Date: [Insert Date]

To: [Insert Name of School Board or Contact Person]

[Insert School Name]

[Insert School Address]

Dear [Insert Name of Recipient],

I am writing to confirm my attendance at the upcoming Private School Board Meeting scheduled for [Insert Date and Time] at [Insert Location]. I look forward to participating in the discussions and contributing to the agenda.

Please let me know if there are any materials I should review or bring with me.

Thank you for the opportunity to engage with the school board.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]