

Participant Confirmation for Strategic Planning Event

Date: [Insert Date]

Dear [Participant's Name],

Thank you for your interest in participating in our upcoming Strategic Planning Event for [School Name]. We are pleased to confirm your attendance on [Event Date] at [Event Location].

The details of the event are as follows:

- **Date:** [Event Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Event Location]
- **Agenda:**
 - [Agenda Item 1]
 - [Agenda Item 2]
 - [Agenda Item 3]

Please RSVP by [RSVP Deadline] if you have any changes to your attendance. We look forward to your valuable contributions to our strategic planning discussions.

Thank you and best regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]