

# Confirmation Request for Robotics Competition

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce that our school, [Your School Name], will be participating in the upcoming Private School Robotics Competition scheduled for [insert date(s)]. We have assembled a dedicated team of students who are eager to showcase their hard work and innovative robotics projects.

In order to finalize our arrangements and ensure a smooth participation, we kindly request your confirmation of our entry in the competition. Could you please confirm our team's registration by [insert confirmation deadline]?

We appreciate your attention to this matter and look forward to your prompt response. Thank you for your support of our students in this exciting event!

Sincerely,

[Your Name]

[Your Title]

[Your School Name]

[Contact Information]