

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Career Fair Attendance

Dear [Recipient Name],

We are pleased to confirm your attendance at the upcoming Career Fair on [Date] at [Location]. Your participation will enhance the experience for the attendees and provide valuable insights into career opportunities within [Industry/Field].

Please arrive at [Time] for registration and ensure to bring any necessary materials with you.

We look forward to seeing you there and hope you have a productive day.

Sincerely,

[Your Name]

[Your Title]

[Your Company]