

# Confirmation of Attendance

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Community Leaders Meeting scheduled for [insert date] at [insert location]. The meeting will begin at [insert time] and is expected to last until [insert end time].

The agenda for the meeting includes:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please feel free to reach out if you have any questions or if you need further assistance prior to the meeting. We look forward to your valuable contributions and insights.

Thank you and see you soon!

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]