

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the details of the event we discussed, scheduled for [Event Date] at [Event Location]. This event is important to us, and we want to ensure everything is in order.

Could you please confirm the following details:

- Event start time: [Start Time]
- Estimated number of attendees: [Number of Attendees]
- Audio-visual requirements: [AV Requirements]
- Catering arrangements: [Catering Details]
- Any other special requests: [Other Details]

Feel free to reach out if you require any additional information from our side. I am looking forward to your prompt confirmation.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]