

Confirmation Request for Literacy Intervention Participation

Date: _____

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm your participation in our upcoming literacy intervention program scheduled to begin on [Start Date]. Your involvement is crucial to the success of the program and the improvement of literacy skills within our community.

Please let us know if you are able to participate by [Response Deadline]. We would greatly appreciate your confirmation so we can finalize our arrangements.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]