

Confirmation of Attendance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to confirm my attendance at the Annual General Meeting scheduled for [Insert Date and Time] at [Insert Location].

I look forward to participating in the discussions and contributing to the agenda items.

Thank you for the invitation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]