

# Confirmatory Note for Guest List

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your presence at [Event Name] scheduled for [Event Date] at [Event Venue]. Here is the finalized guest list:

- [Guest 1 Name]
- [Guest 2 Name]
- [Guest 3 Name]
- [Guest 4 Name]
- [Guest 5 Name]

Please do not hesitate to reach out if you have any questions or require further assistance.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]