

Guest Inclusion Confirmation

Date: [Insert Date]

Dear [Guest's Name],

We are pleased to confirm your inclusion in our upcoming event on [Event Date]. Your presence is greatly valued, and we are excited to have you join us.

Details of the event are as follows:

- **Event Name:** [Insert Event Name]
- **Date:** [Insert Event Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Venue/Address]

Please feel free to reach out if you have any questions or need further assistance.

Looking forward to seeing you!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]