

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my attendance at the [Conference Name], scheduled to take place on [Dates] at [Venue]. I am looking forward to participating in this event and engaging with fellow attendees.

Please let me know if there are any materials or information I should prepare in advance.

Thank you for the opportunity to be part of this event.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]