

Confirmation of Participation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Organization/School Name]

[Address]

Dear [Recipient's Name],

We are pleased to confirm your participation in the Annual Cultural Fest scheduled to take place on [Event Date] at [Event Venue]. Your involvement in this event is highly valued, and we are excited to have [Organization/School Name] contribute to the festivities.

Please find the details below:

- **Event Name:** [Event Name]
- **Date:** [Event Date]
- **Venue:** [Event Venue]
- **Your Role:** [Role/Activity]
- **Timing:** [Event Timing]

If you have any questions or require further information, please do not hesitate to reach out to us at [Contact Information].

Thank you for your participation, and we look forward to an enriching and enjoyable event together.

Sincerely,

[Your Name]

[Your Position]

[Organization/School Name]

[Contact Information]