

Attendance Confirmation for the Upcoming Social Club Event

Date: [Insert Date]

To: [Member's Name]

Dear [Member's Name],

We are pleased to inform you about our upcoming event scheduled for [Event Date] at [Venue/Location]. As a valued member of our social club, your presence is highly anticipated.

Event Details:

- **Date:** [Event Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Location]
- **Dress Code:** [Dress Code]

Kindly confirm your attendance by [RSVP Deadline] to assist us with the preparations. You may reply to this email or contact us at [Contact Information].

We look forward to celebrating with you and making unforgettable memories together!

Warm regards,

[Your Name]

[Your Title]

[Social Club Name]