

Confirmation Letter

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming Cultural Exchange Event organized by [Your Club's Name]. This event will take place on [Event Date] at [Event Location] from [Start Time] to [End Time].

The purpose of this event is to promote cultural understanding and collaboration among our members. We will have various activities including [List of Activities].

Please let us know if you have any dietary restrictions or requirements. We are looking forward to your contributions and shared experiences. Should you have any questions, feel free to contact us at [Your Contact Information].

Thank you for your participation.

Sincerely,

[Your Name]

[Your Position]

[Your Club's Name]

[Your Club's Contact Information]