

Confirmation of Involvement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to confirm your involvement in [Project/Event Name] which will take place on [Date] at [Location]. We appreciate your willingness to contribute your time and resources.

As discussed, your responsibilities will include [Brief Description of Responsibilities]. Please feel free to reach out if you have any questions or need further clarification.

We look forward to your participation and are excited about the contributions you will bring to this initiative.

Thank you once again for your involvement.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]