

Event Program Involvement Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your involvement in the upcoming [Event Name] scheduled for [Event Date]. Your role as [Role/Title] is instrumental to the success of this event.

Please find below the event details:

- **Event Name:** [Event Name]
- **Date:** [Event Date]
- **Time:** [Event Time]
- **Venue:** [Event Venue]
- **Your Role:** [Role/Title]

We appreciate your commitment and look forward to your valuable contribution.

If you have any questions, please feel free to reach out at [Your Contact Information].

Thank you for being a part of this exciting event!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]