

Guest List Acknowledgment

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for confirming your attendance at [Event Name] on [Event Date]. We are excited to have you join us.

Below is the list of attendees:

- [Attendee 1]
- [Attendee 2]
- [Attendee 3]
- [Attendee 4]

If you have any questions or require further information, please do not hesitate to reach out.

Looking forward to seeing you!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]