

Commitment to Attend Company Awards Ceremony

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally confirm my commitment to attend the upcoming Company Awards Ceremony scheduled for [Insert Date and Time] at [Insert Venue]. I am honored to be part of this event that recognizes our team's hard work and achievements.

Thank you for the opportunity to celebrate together.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]