

Confirmation Request for Student Group Activities

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation regarding the upcoming student group activities scheduled for [insert dates]. As per our previous discussions, we have planned the following activities:

- [Activity 1: Description]
- [Activity 2: Description]
- [Activity 3: Description]

We would greatly appreciate your confirmation on the participation of [insert any specific individuals, groups or resources needed], as well as any additional information or requirements that may be necessary.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]