

Confirmation of Attendance

Dear [Alumnus/Alumna Name],

We are pleased to confirm your attendance at the upcoming Alumni Networking Event scheduled for [Date] at [Time]. The event will be held at [Venue/Location].

This will be a great opportunity to connect with fellow alumni, share experiences, and expand your professional network.

Please find the event details below:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue/Location]
- **Dress Code:** [Dress Code]

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Contact Information].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]