

Alumni Association Participation Confirmation

Date: [Insert Date]

Dear [Alumni Name],

We are pleased to confirm your participation in the upcoming Alumni Association event scheduled for [Event Date] at [Event Location]. Your involvement is crucial to the success of our gathering and we are excited to have you with us.

Details of the event are as follows:

- **Event:** [Event Name]
- **Date:** [Event Date]
- **Time:** [Event Start Time] - [Event End Time]
- **Location:** [Event Location]
- **Dress Code:** [Dress Code]

Please let us know if you have any dietary restrictions or special requirements. We look forward to reconnecting with you and sharing an enjoyable experience.

Thank you for being an integral part of our Alumni community!

Best regards,

[Your Name]

[Your Position]

[Alumni Association Name]

[Contact Information]