

Confirmation of Attendance

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Organization]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Cross-Cultural Event titled "[Event Name]" scheduled for [Event Date] at [Event Venue]. This event will provide a wonderful opportunity to explore diverse cultures and foster connections among participants from various backgrounds.

Event details are as follows:

- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Event Venue]
- **Agenda:** [Brief Agenda Overview]

We look forward to welcoming you and hope this event will be a fruitful experience for you. If you have any questions or require further information, please feel free to contact us at [Your Contact Information].

Thank you!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]