

# Attendance Confirmation for School Performance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming school performance titled "[Performance Name]," scheduled to take place on [Date] at [Time]. The event will be held at [Location].

We appreciate your support and look forward to seeing you there as we showcase the talents of our students. Please arrive at least [X] minutes early to allow time for seating.

Thank you!

Sincerely,

[Your Name]  
[Your Position]  
[School Name]  
[Contact Information]