

Notification of Attendance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected to attend the upcoming [Name of the Academic Competition], which will take place on [Date] at [Location].

This competition will provide you with an excellent opportunity to showcase your skills and knowledge in [specific subjects or skills]. We believe your participation will greatly contribute to the success of the event.

Please confirm your attendance by [RSVP Date]. Should you have any questions or require further information, feel free to contact us at [Contact Information].

We look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]