

Career Day Involvement Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization/School Name]

[Address]

[City, State, Zip Code]

Subject: Acceptance of Involvement in Career Day

Dear [Recipient's Name],

I am writing to formally accept the invitation to participate in the upcoming Career Day on [Date of Event]. I am excited to share my experiences and insights with the students, helping them to gain a better understanding of [Your Industry/Field].

Thank you for this opportunity. Please let me know if there are any specific details or preparations needed prior to the event.

Looking forward to a great day!

Sincerely,

[Your Name]