

Confirmation of Involvement in University Career Fair

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[University Name]

[University Address]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming University Career Fair scheduled for [insert specific date] at [insert location]. Your involvement as a [insert role, e.g., recruiter, guest speaker] will greatly enhance the experience for our students and alumni.

Details of the Event:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue]
- **Expected Attendees:** [Insert number]

If you have any specific requirements or materials you wish to present, please feel free to reach out. We look forward to your valuable contribution to the career fair.

Thank you for your involvement, and we anticipate a successful event!

Sincerely,

[Your Name]

[Your Position]

[University Name]