

# Confirmation of Attendance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[University Name]

[University Address]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming cultural event, [Event Name], organized by [Department/Organization Name] at [University Name]. The event will be held on [Date] at [Time], in [Venue/Location].

This event aims to celebrate [brief description of the event objectives], and we are excited to have your participation, which will greatly contribute to its success.

If you have any questions or need further information, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation, and we look forward to seeing you at the event.

Best Regards,

[Your Name]

[Your Position]

[Department/Organization Name]

[University Name]

[Contact Information]