

Attendance Confirmation for School Event

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming [Event Name] scheduled to take place on [Event Date] at [Event Location]. The event will begin at [Start Time] and is expected to conclude by [End Time].

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

We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]