

Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming school event, [Event Name], taking place on [Event Date] at [Event Location]. Your presence will contribute to the success of the event and enhance our students' experience.

Event Details:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location]
- **Additional Information:** [Any additional details]

We look forward to seeing you there!

Sincerely,

[Your Name]
[Your Position]
[School Name]