

Club Member Participation Confirmation

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Member's Name], a member of [Club Name], will be participating in the upcoming school activity [Activity Name] scheduled on [Date of Activity].

We look forward to [Member's Name] contributing to the event and representing our club positively.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]