

Letter of Acknowledgement of Confirmed Attendance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to acknowledge the receipt of your confirmation regarding your attendance at [Event Name] on [Event Date]. We look forward to welcoming you.

Please feel free to reach out if you have any questions or need further assistance.

Thank you, and see you soon!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]