

# Acknowledgment of Attendance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to acknowledge the receipt of your attendance at [Event/Meeting Name] held on [Date of Event]. Your participation is greatly appreciated.

Thank you for contributing to the success of this event.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]