

# Acknowledgment of Attendance Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at [Event Name] scheduled for [Event Date] at [Event Location].

Thank you for your response. We look forward to seeing you there!

If you have any questions or need further assistance, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]