

Confirmation of Attendance Receipt

Date: [Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to confirm the receipt of your attendance for the following event:

Event Name: [Event Name]

Date: [Event Date]

Location: [Event Location]

Thank you for your participation. Should you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]