

Dear [Media Partner's Name],

We are pleased to confirm your participation in the upcoming promotional event, [Event Name], scheduled for [Event Date] at [Event Location]. Your support as a valued media partner is instrumental to the success of this event.

The event will begin at [Start Time] and conclude at [End Time]. Please find attached the event agenda and additional details regarding your participation.

We look forward to collaborating with you to promote this exciting event and are confident that your presence will enhance the experience for all attendees.

If you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your support!

Best regards,
[Your Name]
[Your Position]
[Your Organization]
[Contact Information]