

Event Attendance Confirmation Letter

Date:

To:

Subject: Confirmation of Attendance at [Event Name]

Dear

I am writing to confirm my attendance at the **[Event Name]** organized by **[Company/Organizer Name]** on **[Event Date]**, to be held at **[Event Venue]**.

I appreciate the invitation and look forward to participating in this event.

Should you require any further details, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Company Name]