

Event Or Party Confirmation Letter

Dear [Recipient's Name],

RE: Event/Party Confirmation

I am writing this letter to confirm the details of the upcoming event/party that we have discussed. I want to assure you that I am thrilled to be hosting such a wonderful occasion and appreciate your participation.

Event/Party Details:

Name of Event/Party: [Event/Party Name]

Date: [Event/Party Date]

Time: [Event/Party Time]

Venue: [Event/Party Venue]

Address: [Event/Party Venue Address]

Guest List:

I would like to confirm the attendance of the following guests:

1. [Guest Name]

2. [Guest Name]

3. [Guest Name]

...

Event/Party Schedule:

The event/party will follow the following schedule:

- [Activity 1]: [Time]

- [Activity 2]: [Time]

- [Activity 3]: [Time]

...

Special Instructions:

Please note any special instructions or requests for the event/party, such as dress code, dietary

preferences, or any specific arrangements that need to be made.

Confirmation:

To confirm your attendance, kindly respond to this letter by [RSVP Date]. You can reach me at [Your Phone Number] or [Your Email Address] for any further inquiries or to confirm your attendance.

I would like to express my gratitude once again for your participation in making this event/party a memorable one. Your presence is greatly appreciated, and I am looking forward to celebrating with you.

Thank you for your cooperation, and I hope to see you at the event/party.

Yours sincerely,

[Your Name]