

SAMPLE CONFIRMING-ATTENDANCE LETTER

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Introduction

An attendance conforming letter is generally written when a person is invited for a function and he reverts back stating that he would be attending the function. Such letters prove to be useful as it gives an estimate to the event organizer as to how many people would be positively coming for the event.

Sample Confirming-Attendance Letter Tips

Here are some of the helpful tips to write a sample Confirming-Attendance Letter

- The language of the letter should be polite and soft
- Thanks should be written in the letter for the invitation
- Give an assurance that you will surely attend the function
- Talk to the point and do not drift away from the topic
- Do not make spelling and grammar mistakes

Sample Confirming-Attendance Letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Sample Confirming-Attendance Letter

Dear XYZ,

I am writing this letter to thank you for inviting me for your son's engagement ceremony. I got the invitation letter the last week and I am hereby writing this letter to confirm that I will be attending the function which is scheduled on the 1 of September.

I will arrive there a day prior and will be of every help to you. In case you need anything from here do let me know. I would be glad to help you in every way. You can contact me either call or email me, in case you require anything. Once again thanks for the invitation waiting to see you all at the function.

Thanking You

Yours truly,

Name and Signature

Sample Confirming-Attendance Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Sample Confirming-Attendance Letter

Dear _____(Sir or Madam),

I..... (Name of the sender) Is writing this letter to Mr.....(name of the recipient) to inform him that I will be attending his son's engagement ceremony that will be taking place on.....(date of the function). I am writing this letter stating that I will positively be present for the function.

We have been friends since a very long time and I cannot really miss attending your son's engagement ceremony. I will surely be present to bless the couple and thanks for the invitation. I am eagerly waiting to attend the function and as we haven't met for quite some time this occasion would indeed be a great one to get in touch with old memories and talks. Hope to see you soon at the function till then take care.

In case of any help do let me know via call or email.

Yours Truly,

Name of the person

Sign of the person

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