**LETTER TO CONFIRM ATTENDANCE TO A REUNION**

**[Senders Name]  
[Address line]  
[State, ZIP Code]**

**[Letter Date]**

**[Recipients Name]  
[Address line]  
[State, ZIP Code]**

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear **[Recipients Name],**

We were all happy to receive confirmation for your attendance at our Centennial Anniversary and Reunion. We have taken care of the travel arrangements for you and are pleased to let you know that we have already booked you a flight.  
  
You will be on Freedom Air flight 254, set to depart at 9:30 am on Thursday, December 6. A printout of your e-ticket is enclosed.  
  
Please let us know if we can help you with anything else. We are looking forward to sharing with you a wonderful homecoming and are excited to see you!

Sincerely,  
  
**[Senders Name]  
[Senders Title] -Optional-**

**[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -**