

# SLE Podcast Episode 1

## Preparing for a networking event



### Template to RSVP confirming attendance

*Accepting your invitation for [event name]*

or

*Confirming attendance to [event name].*

You should open your email with:

*Dear Sir or Madam [name unknown]*

*Dear Mr. Smith/ Mrs. Smith/ Miss. Smith/ Ms. Smith [if the name of the person you are writing to is known, remember Mrs is for married women, Miss is for unmarried women, and Ms. is for women whose marital status is unknown.]*

The body of your text should read:

*Thank you for the invitation to [name of event] on [date of event], I am writing to confirm my attendance. If you are preparing name tags, my details are [name, position, company].*

You should close your email formally with:

*Kind regards*

Or

*Best wishes*

*[usual email signature]*