

---

**Subject:** AA Zoom Meeting Attendance Confirmation – [Attendee’s First Name, Last Initial]

**Email Body:**

To Whom It May Concern,

This email is to confirm that [Attendee’s First Name, Last Initial] attended a virtual Alcoholics Anonymous (AA) meeting hosted by the **Pleasant Hill Group** in Pleasant Hill, California.

- **Date of Meeting:** [MM/DD/YYYY]
- **Time:** [Start Time] – [End Time] [Time Zone]
- **Format:** Virtual (Zoom)
- **Group Name:** Pleasant Hill Group – AA

As the host of the meeting, I personally verified [his/her/their] presence throughout the session.

Should you require any further information or confirmation, please feel free to contact me directly.

Sincerely,  
[Your Full Name]  
[Your Role – e.g., Host / Secretary / Chairperson]  
Pleasant Hill Group – Alcoholics Anonymous  
[Your Email Address or Phone Number, if appropriate]

---