

University Innovation Award Participation Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your participation in the University Innovation Award competition scheduled for [Insert Date of Event]. Your innovative project titled "[Insert Project Title]" has been successfully registered, and we are excited to see your contribution to this year's event.

Event Details:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Venue]

Please ensure you arrive at least 30 minutes early for registration and setup. Should you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

We wish you the best of luck and look forward to your presentation!

Sincerely,

[Your Name]

[Your Position]

[University Name]

[University Contact Information]