

Inclusion Confirmation for Conference Delegates

Date: [Insert Date]

Dear [Delegate's Name],

We are pleased to inform you that your application to attend the [Conference Name] has been successfully accepted. We are excited to have you as a delegate at our event.

The conference will be held from [Start Date] to [End Date] at [Venue/location]. Your participation will greatly contribute to our discussions and knowledge sharing.

Please find the details regarding registration, schedule, and logistics attached. If you have any questions or require further information, do not hesitate to reach out.

Thank you for your interest and participation. We look forward to welcoming you at the conference!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]