

Participation Confirmation

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in the [Conference Name] scheduled to take place on [Date] at [Venue].

Conference Details:

- **Location:** [Venue Address]
- **Time:** [Start Time] to [End Time]
- **Agenda:** [Brief Agenda Overview]

Please confirm your attendance by replying to this email.

We look forward to seeing you at the conference!

Best Regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]