

Conference Attendance Confirmation

Dear [Panelist's Name],

We are pleased to confirm your attendance at the [Conference Name] taking place on [Date] at [Location]. As a valued panelist, your insights and contributions will be indispensable to the discussions.

Details of the event are as follows:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Venue:** [Venue Name and Address]
- **Panel Topic:** [Panel Topic]

We appreciate your commitment and look forward to an engaging session. Please feel free to reach out if you have any questions.

Best regards,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]