

Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming business seminar titled "[**Seminar Title**]" scheduled on [**Date**] at [**Venue**].

The seminar will begin at [**Start Time**] and conclude at [**End Time**]. A detailed agenda will be sent to you shortly.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your participation. We look forward to welcoming you!

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]