

Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Motivational Seminar titled "[Seminar Title]" which will be held on [Date] at [Location].

The seminar will start at [Start Time] and is expected to conclude by [End Time]. We encourage you to arrive at least 15 minutes early for registration and networking opportunities.

Please feel free to reach out if you have any questions or require further information.

Looking forward to seeing you there!

Best Regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]