

Confirmation of Participation

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in the [Name of Annual Convention] scheduled to take place on [Event Dates] at [Event Location].

Your registration details are as follows:

- **Registration ID:** [Registration ID]
- **Session/Workshop:** [Details of the Sessions/Workshops]
- **Accommodation:** [Accommodation Details, if applicable]

Please ensure you arrive at least [X] minutes early for your scheduled sessions. Should you have any questions or require assistance prior to the event, feel free to reach out via email at [Contact Email] or call us at [Contact Phone Number].

We look forward to welcoming you to what promises to be an inspiring and informative convention!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]