

# Attendance Confirmation

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Think Tank Conference scheduled for [Date] at [Location]. Your participation is highly valued, and we look forward to your contributions to the discussions.

Please find the details below:

- **Event:** Think Tank Conference
- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue Address]
- **Agenda:** [Link to Agenda]

If you have any questions or need further assistance, please do not hesitate to reach out.

We look forward to seeing you at the conference!

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]