

# Confirmation of Attendance

Dear [Attendee's Name],

We are pleased to confirm your attendance at the upcoming Executive Briefing scheduled for [Date] at [Time]. The event will take place at [Location].

This briefing will provide valuable insights into [topic of the briefing], and we believe your presence will contribute significantly to the discussion.

Please find the agenda attached for your reference. Should you have any questions or require further information, feel free to contact us at [Contact Information].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]