

# Confirmation Request for Conference Participation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm your participation in the upcoming [Conference Name], scheduled for [Date] at [Location]. We are excited to have you as a speaker/participant at this event.

Please let us know if you require any specific accommodations or have any questions regarding the agenda.

We look forward to your positive confirmation.

Thank you!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]