Confirmation of Participation

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming sector-specific knowledge sharing event organized by [Club Name]. The event details are as follows:

Date: [Event Date] Time: [Event Time]

• Location: [Event Location]

• **Agenda:** [Brief Agenda Overview]

We appreciate your willingness to share your insights and expertise with fellow members. Your participation will contribute significantly to the success of this event.

Please confirm your attendance by responding to this email. Should you have any questions or require further assistance, feel free to contact us.

Thank you for your commitment to enriching our club community.

Best regards,

[Your Name]
[Your Position]
[Club Name]
[Contact Information]