

# Attendance Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the attendance of [Participant's Name] at the [Seminar Title] held on [Date of Seminar] at [Venue Name].

[Participant's Name] attended the seminar from [Start Time] to [End Time] and actively participated in various discussions and activities.

Should you require any further information, please feel free to contact us at [Contact Information].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]