

Confirmation of Seminar Attendance

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming seminar titled "[Seminar Title]" scheduled for [Date] at [Venue/Location].

The seminar will begin at [Start Time] and is expected to conclude by [End Time]. Please find below the details of the event:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Venue/Location]
- **Agenda:** [Brief Agenda Overview]
- **Speaker(s):** [Speaker Names]

Please confirm your attendance by replying to this email. Should you have any questions, feel free to reach out.

We look forward to seeing you at the seminar!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]