

# Dear [Participant's Name],

We are pleased to confirm your vegetarian meal request for the upcoming conference.

Event Details:

- **Date:** [Conference Date]
- **Time:** [Meal Time]
- **Location:** [Venue Name]

If you have any additional dietary restrictions or preferences, please let us know by [RSVP Date].

Thank you for your attention, and we look forward to seeing you at the conference!

Best regards,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]