

Confirmation of Attendance

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Logistics Industry Meetup scheduled for [Date] at [Location].

Details of the Event:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue/Address]
- **Agenda:** [Brief Description of Agenda]

Please let us know if you have any dietary restrictions or special accommodations needed.

We look forward to your participation and insights at the meetup!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]