

Confirmation of Attendance

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Advanced Technology Advisory Board meeting.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Thank you for your commitment to the board and your valuable insights. We look forward to your contributions during the meeting.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]