

Participation Confirmation

Dear [Participant's Name],

We are pleased to confirm your participation in the Annual Assembly scheduled for [Date] at [Location]. Your involvement is highly valued and we look forward to your contributions.

Please find below the details of the event:

- Date: [Date]
- Time: [Start Time] - [End Time]
- Location: [Location]
- Agenda: [Brief Agenda Items]

If you have any questions or require further information, please do not hesitate to reach out to us at [Contact Information].

Thank you for confirming your participation. We look forward to seeing you at the assembly!

Best regards,
[Your Name]
[Your Position]
[Organization Name]