

Confirmation Request for Seminar Attendance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm my attendance at the upcoming seminar titled "[Seminar Title]" scheduled for [Date] at [Location].

Please let me know if there are any materials or preparations required in advance. I look forward to your confirmation and to an engaging seminar.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]