

# Participation Confirmation

Date: [Insert Date]

To,

[Participant Name]  
[Participant Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Participant Name],

We are pleased to confirm your participation in the upcoming Pharma Event scheduled on [Event Date] at [Event Venue]. Your involvement is crucial, and we believe that your expertise will enrich the discussions.

Event Details:

- **Date:** [Event Date]
- **Time:** [Event Start Time] to [Event End Time]
- **Venue:** [Event Venue]
- **Agenda:** [Brief Agenda Overview]

We look forward to your valuable contribution and to welcoming you at the event. If you have any questions or need further assistance, please do not hesitate to reach out.

Best Regards,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]