

# Letter of Agreement

Date: [Insert Date]

To: [Investor's Name]  
[Investor's Address]  
[City, State, Zip Code]

Dear [Investor's Name],

We are pleased to confirm your participation as a valued investor at the upcoming Technology Investor Conference taking place on [Conference Date] at [Location]. This letter serves as a formal agreement regarding your involvement in the event.

## Details of Agreement

- **Conference Name:** Technology Investor Conference
- **Date:** [Insert Date]
- **Location:** [Insert Location]
- **Your Role:** Investor/Keynote Speaker/Panelist
- **Agenda:** [Brief overview of the agenda]

We are excited to have you join us and believe that your insights will be invaluable to the other attendees. Please confirm your acceptance of this agreement by signing below and returning this letter by [Return Date].

Thank you for your support, and we look forward to an engaging and successful conference.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]

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[Investor's Name]  
Signature

Date: \_\_\_\_\_