

# Affirmation of Attendance

Date: [Insert Date]

To Whom It May Concern,

This letter serves to affirm that [Participant's Name] will be attending the upcoming tech exhibit, [Exhibit Name], scheduled to take place on [Event Date] at [Event Location].

[Participant's Name] is a valued member of our team at [Company/Organization Name] and their participation in this exhibit is crucial for our ongoing projects and collaboration in the tech sector.

If you have any questions or require further information, please feel free to contact me at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]