

Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the [Conference Name], which will take place on [Conference Dates] at [Venue/Location].

Your registration details are as follows:

- **Conference Name:** [Conference Name]
- **Date:** [Conference Dates]
- **Location:** [Venue/Location]
- **Participant ID:** [Participant ID]

Please ensure you bring this confirmation with you to the conference for registration.

If you have any questions or require further assistance, feel free to contact us at [Contact Information].

We look forward to seeing you at the conference!

Sincerely,

[Your Name]
[Your Position]
[Organization Name]