

Confirmation of Participation

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming Tech Industry Summit scheduled for [Date] at [Venue]. Your presence will significantly contribute to the discussions and networking opportunities.

Details of the event are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue]
- **Agenda:** [Insert Agenda]

Please let us know if you have any dietary restrictions or specific requirements.

We look forward to your valuable insights and contributions at the summit!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]