

# Confirmation of Attendance

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Confirmation of Attendance for Stakeholder Collaborative Brainstorming Session

Dear [Stakeholder Name],

We are pleased to confirm your attendance at the Stakeholder Collaborative Brainstorming Session scheduled for [Insert Date] at [Insert Location]. The session will begin at [Insert Time] and will conclude at [Insert End Time].

This session aims to bring together various stakeholders to collaboratively discuss and brainstorm ideas regarding [Insert Topic/Agenda]. Your insights and contributions will be invaluable to the success of this initiative.

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

We look forward to your participation and an engaging discussion!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]