

Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Special Interest Group Meeting scheduled for [Insert Date] at [Insert Location]. Your presence and contributions will be greatly valued.

Details of the meeting are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Location]
- **Agenda:** [Insert Brief Agenda]

Please feel free to reach out if you have any questions or need further information.

We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]