

# Confirmation of Presence

Dear [Recipient's Name],

We are pleased to confirm your presence at the [Event Name] scheduled for [Date] at [Location].

Your participation is highly appreciated and we look forward to your valuable contributions during the event.

If you have any questions or need further information, please do not hesitate to contact us.

Thank you, and we look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]