

# Event Participation Confirmation

Dear [Participant's Name],

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

Event Details:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location]
- **Agenda:** [Brief Agenda Description]

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

We look forward to seeing you at the event!

Best regards,  
[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]