

Confirmation of Attendance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the signing ceremony for the international trade agreement between [Your Company/Organization Name] and [Recipient's Company/Organization Name]. The details of the event are as follows:

Date: [Insert Date]

Time: [Insert Time]

Venue: [Insert Venue]

Address: [Insert Address]

This ceremony marks a significant partnership, and we are looking forward to celebrating this milestone together. Please let us know if you require any special arrangements or accommodations.

We look forward to your presence.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]