

Confirmation of Attendance

Dear [Recipient's Name],

We are pleased to confirm your attendance at the university webinar titled "[**Webinar Title**]" scheduled for [**Date**] at [**Time**]. The webinar will be held via [**Platform**], and you can access it using the following link: [\[Webinar Link\]](#).

Please ensure that you have a stable internet connection and a quiet environment to participate fully. We look forward to your participation!

Best regards,

[Your Name]
[Your Position]
[University Name]
[Contact Information]