

Update on Seminar Attendance

Dear [Recipient's Name],

We are writing to update you on the upcoming seminar titled "[Seminar Title]" scheduled for [Date] at [Location]. We are pleased to inform you that your attendance has been confirmed.

Details of the Seminar:

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

Please let us know if you have any specific topics you would like to discuss or any dietary requirements we should be aware of.

We look forward to seeing you at the seminar!

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]