

[Your Company Letterhead]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming [Conference Name] scheduled to be held on [Conference Dates] in [Location]. This conference is a great opportunity for networking and professional development in our industry.

Please find the necessary details regarding your business trip below:

- **Departure Date:** [Insert Departure Date]
- **Return Date:** [Insert Return Date]
- **Accommodation:** [Hotel Name and Address]
- **Conference Registration Fee:** [Fee Amount]

If you have any questions or need further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]