

Business Trip Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Business Trip for Networking Event

Dear [Recipient's Name],

I am pleased to confirm my participation in the upcoming networking event scheduled for [Event Date] at [Event Location]. This event presents a great opportunity to connect with industry professionals and explore potential business collaborations.

Here are the details of my trip:

- Departure: [Departure Date and Time]
- Return: [Return Date and Time]
- Flight Details: [Flight Number]
- Accommodation: [Hotel Name and Address]
- Event Agenda: [Provide a brief agenda if applicable]

Please let me know if there are any specific arrangements or items you would like me to focus on during the event.

Looking forward to a successful trip and fruitful meetings.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]