

Confirmation of Attendance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming [Event Name] scheduled for [Event Date] at [Event Location].

Your participation is highly valued, and we believe that your presence will contribute significantly to the success of the event.

Please find below the details of the event:

- **Date:** [Event Date]
- **Time:** [Event Start Time] to [Event End Time]
- **Location:** [Event Location]
- **Agenda:** [Brief Agenda Overview]

Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

We look forward to seeing you at [Event Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]