

Confirmation of Participation

Date: [Insert Date]

To: [Participant's Name]

[Participant's Address]

Dear [Participant's Name],

We are pleased to confirm your participation in the panel discussion at the upcoming Architecture Symposium titled "[Symposium Title]" scheduled on [Event Date] at [Event Location]. Your insights and expertise in [Specific Field/Topic] will greatly contribute to the discourse.

The panel discussion is set to begin at [Start Time] and will focus on [Brief Description of Topic]. You will be joined by esteemed panelists including [Names of Other Panelists].

Please prepare a brief presentation (approximately [Duration] minutes) to introduce your perspective on the topic. Following the presentations, there will be a Q&A session with the audience.

We look forward to your participation and are excited about the knowledge you will bring to our discussions.

If you have any questions or need further information, please feel free to contact us at [Contact Information].

Thank you and best regards,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[Contact Information]