

# Confirmation of Attendance

Date: [Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Writing Seminar scheduled for [Date of Seminar] at [Location]. The seminar will begin at [Start Time] and will conclude at [End Time].

Please find below the details of the seminar:

- **Topic:** [Seminar Topic]
- **Guest Speaker:** [Speaker Name]
- **Registration Fee:** [Fee Amount]

We encourage you to arrive 15 minutes early for registration. Should you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your participation. We look forward to seeing you at the seminar!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]