

Confirmation of Involvement in Networking Event

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming networking event scheduled for [Date] at [Location]. Your involvement plays a crucial role in making this event successful.

Event Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue Name, Address]
- **Agenda:** [Brief Agenda Points]

Please feel free to reach out if you have any questions or require further information.

Thank you for your commitment to this event. We look forward to your valuable contribution.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]