

Confirmation of Attendance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Tech Innovation Forum scheduled for [insert date] at [insert location]. Your participation will contribute significantly to the discussions on technological advancements and innovations.

Please find the details of the event below:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Venue:** [Insert Venue Name, Address]
- **Agenda:** [Insert Brief Agenda]

Should you have any questions or require additional information, please feel free to reach out to us at [insert contact information].

We look forward to seeing you at the forum!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]