

Confirmation of Attendance

Date: [Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Dear [Participant's Name],

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

Please find below the details of the seminar:

- **Venue:** [Venue Name and Address]
- **Agenda:** [Brief overview of the agenda]
- **Dress Code:** [Dress Code]

If you have any questions or need further information, feel free to reach out to us at [Contact Email] or [Contact Phone Number].

We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]