

# Confirmation of Participation

Date: [Insert Date]

To: [Participant's Name]  
[Participant's Address]  
[City, State, Zip Code]

Dear [Participant's Name],

We are pleased to confirm your participation in the [Event Name] scheduled to take place on [Event Date] at [Event Location]. Your involvement in this event is highly valued.

Details of the event are as follows:

- **Date:** [Event Date]
- **Time:** [Event Start Time] - [Event End Time]
- **Location:** [Event Venue]
- **Agenda:** [Brief Agenda Highlights]

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

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

Best regards,  
[Your Name]  
[Your Title]  
[Organization Name]  
[Contact Information]