

Event Attendance Acknowledgment

Date: _____

Dear [Attendee's Name],

Thank you for registering for [Event Name] scheduled on [Event Date] at [Event Location]. We appreciate your participation.

Terms and Conditions Acknowledgment

By attending this event, you acknowledge and agree to the following terms:

- Your attendance may be photographed or recorded for promotional purposes.
- You agree to abide by any health and safety guidelines provided during the event.
- Cancellation or transfer of your registration must be done at least [number] days in advance.
- The organizers reserve the right to change the schedule or speakers without prior notice.

Please sign below to confirm your acknowledgment of the above terms:

Signature: _____

Date: _____

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

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]