

Notification of Breakout Session Attendance

Dear [Recipient's Name],

We are pleased to inform you that you have been selected to attend the breakout sessions at the upcoming [Conference Name] scheduled for [Date(s)]. These sessions will provide an excellent opportunity to engage with experts, network with peers, and enhance your knowledge in [specific topics].

Details of your breakout sessions are as follows:

- **Session Title:** [Session Title]
- **Date:** [Date of the Session]
- **Time:** [Time of the Session]
- **Location:** [Location/Room Number]

Please confirm your attendance by replying to this email by [RSVP Date].

We look forward to your active participation!

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]