

# Confirmation of Conference Participation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your participation in the [Conference Name] held on [Conference Date(s)] at [Location]. Your involvement as [Speaker/Attendee/Panelist/etc.] was highly appreciated.

Please find attached your participation certificate, which acknowledges your valuable contributions and presence at the conference.

Thank you for your participation, and we hope to see you again in future events.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]