

Conference Attendance Fee Policy

Dear Attendee,

We are pleased to confirm your registration for the upcoming conference scheduled for [Date]. This letter serves to outline our attendance fee policy for your reference.

Attendance Fees

The following fees are applicable for attendance:

- Early Bird Registration: \$[Amount] (available until [Date])
- Regular Registration: \$[Amount] (after [Date])
- Student Registration: \$[Amount] (valid proof of student status required)
- Group Registration: \$[Amount] per person (for groups of [Number] or more)

Payment Methods

Payments can be made through:

- Credit/Debit Card
- Bank Transfer
- PayPal

Refund Policy

Refund requests must be submitted in writing and will be processed according to the following schedule:

- Full refund for cancellations received before [Date]
- 50% refund for cancellations received between [Date] and [Date]
- No refunds will be issued after [Date]

Thank you for your understanding. Should you have any questions regarding this policy, please feel free to contact us at [Contact Information].

We look forward to seeing you at the conference!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]