

# Conference Photography Scheduling Details

Dear [Recipient's Name],

We are excited to confirm the photography sessions for the upcoming conference, scheduled for [Conference Date]. Below are the details for your assigned sessions:

## Photography Schedule

- **Date:** [Date 1]
- **Time:** [Time 1]
- **Location:** [Location 1]
  
- **Date:** [Date 2]
- **Time:** [Time 2]
- **Location:** [Location 2]

## Additional Information

Please ensure that you arrive at least [Number] minutes early to set up and prepare. If you have any specific requests or need further assistance, do not hesitate to reach out.

Thank you, and we look forward to capturing the highlights of the conference!

Best regards,

[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]