

Conference Contact Confirmation

Date: [Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to confirm the contact details provided for the upcoming conference, [Conference Name], scheduled on [Conference Date] at [Location]. Below are the confirmed contact details:

- **Name:** [Your Name]
- **Email:** [Your Email]
- **Phone:** [Your Phone Number]
- **Organization:** [Your Organization]

If you have any further questions or need additional information, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Number]