

# Event Participation Confirmation Notice

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming [Event Name] scheduled to be held on [Event Date] at [Event Location].

Your registration details are as follows:

- Participant Name: [Participant's Name]
- Registration ID: [Registration ID]
- Contact Information: [Contact Information]
- Event Time: [Event Time]

Please arrive at least [Time] minutes early for check-in. If you have any questions, feel free to contact us at [Contact Email] or [Contact Phone Number].

We look forward to seeing you at the event!

Sincerely,

[Your Organization's Name]

[Your Organization's Contact Information]