

Event Confirmation Letter

Dear [Attendee's Name],

Thank you for registering for [Event Name] scheduled on [Date] at [Location]. We are pleased to confirm your attendance.

Event Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location]
- **Agenda:** [Brief Agenda or Highlights]

Please arrive 15 minutes early for registration and to enjoy light refreshments. If you have any dietary restrictions or require special accommodations, do not hesitate to reach out.

We look forward to seeing you at [Event Name]!

Best regards,

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