

# Participant Addition Confirmation

Dear [Recipient's Name],

We are pleased to inform you that your request for the addition of a new participant to [Event/Meeting Name] has been successfully processed.

The details of the added participant are as follows:

- Name: [Participant's Name]
- Email: [Participant's Email]
- Role: [Participant's Role]

The event is scheduled for [Date and Time]. We look forward to their contribution and participation.

Should you have any further questions or require assistance, please do not hesitate to reach out.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]