

Event Opening Ceremony Participant Details

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming Opening Ceremony of the [Event Name] on [Date] at [Location]. Below are the details:

Participant Details

- **Name:** [Participant's Name]
- **Organization:** [Organization Name]
- **Role:** [Role/Title]
- **Email:** [Email Address]
- **Phone:** [Phone Number]

Ceremony Schedule

The ceremony will commence at [Start Time] and is expected to conclude by [End Time].

Venue Information

[Venue Name]
[Venue Address]

Please let us know if you have any dietary restrictions or special requirements. We look forward to your presence at this significant event.

Best regards,
[Your Name]
[Your Position]
[Your Organization]