

Notification of Attendance

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Attendance at Retail Networking Event

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Retail Networking Event scheduled for [Event Date] at [Event Location]. This event is a great opportunity to connect with industry professionals, share insights, and explore potential collaborations.

Please find the event details below:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location]
- **Agenda:** [Brief Agenda Overview]

We look forward to your participation and are excited about the discussions that will take place.

If you have any questions or need further information, please do not hesitate to contact us.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]