

# Confirmation of Attendance

Date: \_\_\_\_\_

To: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming international collaboration meeting scheduled for [Date] at [Location]. This meeting aims to foster partnerships and discuss initiatives that will enhance our collective impact on [specific cause or project].

Please find the details of the meeting below:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Venue:** [Location]
- **Agenda:**
  - [Agenda Item 1]
  - [Agenda Item 2]
  - [Agenda Item 3]

We look forward to your valuable contributions and a fruitful discussion. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you and see you soon!

Sincerely,

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