

Request for Confirmation of Participation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request confirmation of your participation in the upcoming [Conference Name] scheduled for [Conference Dates] at [Venue/Location]. Your expertise in [Relevant Industry/Field] would greatly enrich our discussions.

Please let us know if you can confirm your attendance no later than [RSVP Deadline]. Should you require any further information or assistance, feel free to reach out.

Thank you for considering our invitation. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]