

# Confirmation of Participation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your participation in our upcoming corporate event, [Event Name], scheduled for [Event Date] at [Event Location]. Your presence will greatly contribute to the success of the occasion.

Please find below the details of the event:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location]
- **Agenda:** [Brief Agenda or Activities]

If you have any questions or require further information, please feel free to contact us at [Your Contact Information].

We look forward to welcoming you to the event!

Best regards,

[Your Name]

[Your Title]

[Your Company]