

Participant Confirmation for Intergovernmental Meeting

Date: [Insert Date]

To: [Participant's Name]

[Participant's Title]

[Participant's Organization]

[Participant's Address]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming Intergovernmental Meeting scheduled for [Insert Date] at [Insert Location]. Your contributions are invaluable to the discussions and outcomes of this meeting.

Please find the agenda attached for your reference. We kindly ask you to confirm your attendance by [Insert Confirmation Deadline].

Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

We look forward to your participation.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]