

# Attendance Confirmation for Seminar Participation

Date: [Date]

To: [Participant's Name]

[Participant's Address]

Dear [Participant's Name],

We are pleased to confirm your attendance at the upcoming seminar titled "[Seminar Title]" scheduled for [Date] at [Venue]. Your participation is highly valued, and we look forward to your contributions to the discussions.

Details of the Seminar:

- **Date:** [Seminar Date]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Venue Name and Address]
- **Agenda:** [Brief Agenda]

Please feel free to contact us at [Contact Information] if you have any questions or need further information.

Thank you for your participation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]