

Participation Assurance Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a formal assurance of participation for [Participant's Name] in the upcoming seminar titled "[Seminar Title]" scheduled for [Date] at [Location].

We affirm that [Participant's Name] is an important member of our organization and their participation will be valuable not only for personal learning but also for contributing to the discussions at the seminar.

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

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Organization Contact Information]