

# Confirmation of Participation

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in our Annual Seasonal Gathering, scheduled for [Date of Event] at [Location]. We are excited to have you join us for a day filled with engaging activities and networking opportunities.

Please arrive by [Start Time] and feel free to bring along any materials or items you would like to share.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]