

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm my participation in the upcoming seminar titled "[Seminar Title]" scheduled for [Date] at [Location].

Kindly let me know if you require any further information or if there are any forms I need to complete prior to the event.

Thank you for your assistance. I look forward to your confirmation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]