

Supplier Attendance Confirmation Request

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to confirm your attendance at the upcoming [Event/Meeting Name] scheduled for [Date] at [Time]. The meeting will take place at [Venue/Location].

Your presence is highly valuable as we will be discussing important matters relating to [Briefly Describe Purpose of the Meeting]. Please let us know if you will be able to attend by [RSVP Date].

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]