

Supplier Scheduled Attendance Notification

Date: [Date]

To,
[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

We wish to inform you that your scheduled attendance for [Event/Meeting Name] is confirmed. Below are the details:

- **Date:** [Date of Attendance]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Location]
- **Agenda:** [Brief Description of Agenda]

Please confirm your attendance by [Confirmation Date]. If you have any questions or need further assistance, feel free to reach out to us.

Thank you, and we look forward to your participation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[Contact Information]