

# Confirmation of Attendance

Date: [Insert Date]

To: [Supplier Name]

Company: [Supplier Company Name]

Dear [Supplier Name],

We are pleased to confirm your attendance at the upcoming virtual conference hosted by [Your Company Name], scheduled for [Date of Conference] at [Time] (Timezone).

Details of the conference are as follows:

- **Conference Topic:** [Insert Topic]
- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Platform:** [Insert Platform, e.g., Zoom, Teams]
- **Joining Link:** [Insert Link]

We look forward to your valuable participation and insights.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]