

# Attendance Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify that [Participant's Name] attended the [Name of Conference] on [Date(s) of Conference], held at [Location].

[Participant's Name] was present for the entire duration of the event and participated in various sessions.

If you have any questions or require further information, please feel free to contact me.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Contact Information]