

Guarantee of Attendance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

This letter serves to confirm that [Employee Name], holding the position of [Employee Position] at [Your Company], will attend the upcoming professional trade event, [Event Name], scheduled for [Event Dates] at [Event Location].

We recognize the importance of this event in fostering professional relationships and staying updated on industry trends. Therefore, we guarantee their attendance and support their participation fully.

If you have any questions or require additional information, please do not hesitate to contact me.

Thank you for your attention.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]