

Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming business seminar titled "[Seminar Title]" scheduled for [Date of Seminar] at [Venue/Location].

Please find the details of the seminar below:

- **Date:** [Date of Seminar]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Location]
- **Agenda:** [Brief Agenda Overview]

We look forward to your participation and are confident that this seminar will be an enriching experience.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]