

Dear [Participant's Name],

Thank you for registering for the upcoming Business Seminar. Below are your registration details:

Event Details:

Event Name: [Seminar Name]

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Venue/Address]

Your Registration:

Name: [Participant's Name]

Email: [Participant's Email]

Phone: [Participant's Phone Number]

Registration ID: [Unique Registration ID]

Additional Information:

Please arrive at least 30 minutes early for check-in and bring a copy of this letter.

If you have any questions, feel free to contact us at [Contact Information].

We look forward to seeing you at the seminar!

Best Regards,

[Your Name]

[Your Title]

[Company/Organization Name]