

Confirmation of Participation

Dear [Collaborator's Name],

We are excited to confirm your participation in our upcoming promotional event, "[Event Name]," scheduled for [Event Date] at [Event Location]. Your collaboration is invaluable to us, and we look forward to working together to make this event a success.

Details of the event are as follows:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location]
- **Agenda:** [Brief Agenda]

Please let us know if there are any specific requirements or questions you may have. We are here to assist you.

Thank you for being a valuable partner. We look forward to seeing you at the event!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]