

Official confirmation of attendance at a conference

Subject: Confirmation of Attendance “ [Conference Name]

Dear [Recipient Name],

This is to formally confirm my attendance at the [Conference Name] scheduled for [Date(s)] at [Venue]. I appreciate the invitation and look forward to participating in the sessions.

Please let me know if any additional information or documentation is required prior to the conference.

Sincerely,

[Your Name]

[Organization]

[Contact Information]

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