

Confirmation for multiple attendees from an organization

Subject: Conference Attendance Confirmation " [Conference Name]

Dear [Organizer Name],

On behalf of [Organization], we would like to confirm that the following team members will attend [Conference Name] on [Date(s)]:

1. [Name, Designation]
2. [Name, Designation]
3. [Name, Designation]

Please let us know if further information is needed.

Sincerely,

[Your Name]

[Organization]

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