## **Official Confirmation Letter**

Subject: Confirmation of Participation â€" [Event Name]

Dear [Participant Name],

This letter serves as official confirmation of your participation in [Event Name] to be held on [Date] at

[Location]. Kindly review the attached agenda and prepare accordingly.

For further inquiries or special requirements, please contact [Email/Phone].

Warm regards,

[Organizer Name]

[Organization Name]

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