

Business Conference Guest Welcome Email

Dear [Attendee Name],

Welcome to the [Conference Name]! We are pleased to have you join us and look forward to your participation in the event.

Please find attached the schedule and access details for all conference sessions. Our team is available throughout the conference for any support you might need.

We hope you find the conference engaging and productive.

Best regards,

[Your Name]

Conference Coordinator

Get more templates here: <https://www.lettersandtemplates.com/letters/welcome-letter-for-guests>