

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Office Name]
Jawaharlal Nehru University
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my participation in the upcoming seminar titled "[Seminar Title]" scheduled for [Date] at Jawaharlal Nehru University. I am excited about the opportunity to engage in discussions and share insights on [briefly mention topic of interest].

Please let me know if there are any further details I should be aware of before the event.

Thank you for the opportunity. I look forward to contributing to the seminar.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Institution/Organization]