

[Your Organization's Letterhead]

[Date]

[Attendee's Name]

[Attendee's Address]

[City, State, Zip Code]

[Email Address]

Dear [Attendee's Name],

Subject: Confirmation of Attendance at the International Youth Climate Conference (IYCC)

We are pleased to confirm your registration for the International Youth Climate Conference (IYCC) scheduled for [Conference Dates] at [Venue/Location].

Event Details:

- \*\*Conference Date:\*\* [Start Date] to [End Date]

- \*\*Venue:\*\* [Venue Name and Address]

- \*\*Registration Time:\*\* [Start Time]

- \*\*Conference Agenda:\*\* [Brief Agenda Overview or Link to Agenda]

Please make sure to bring this confirmation letter with you for registration.

If you have any questions or require further information, feel free to contact us at [Contact Information].

We look forward to seeing you at the conference!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]

[Website URL]