

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Confirmation of Seminar Participation

We are pleased to confirm your participation in the [Title of Seminar] scheduled for [Date] at [Location].

Details of the seminar are as follows:

- **Topic:** [Seminar Topic]
- **Date:** [Date]
- **Time:** [Start Time - End Time]
- **Venue:** [Venue Name and Address]
- **Agenda:** [Brief Agenda or Keynote Speakers]

Please let us know if you have any dietary restrictions or specific requirements.

We look forward to seeing you there.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]