

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

[Email Address]

Dear [Recipient's Name],

We are pleased to inform you that your application to participate in the [Event Name] in Zhengzhou has been accepted. The event will take place on [Event Date(s)] at [Venue Name].

Your contribution is invaluable, and we believe your participation will greatly enhance the experience for all attendees. Please find the details of the event and your role below:

- **Event Name:** [Event Name]
- **Date:** [Event Date(s)]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Venue Name, Address]
- **Role/Presentation Title:** [Your Role/Presentation Title]

We kindly ask you to confirm your attendance by [Confirmation Deadline].

Should you have any questions or require additional information, please do not hesitate to contact us at [Contact Email/Phone Number].

Thank you for your commitment to making this event a success. We look forward to seeing you in Zhengzhou!

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]