**To**

**[The Recipient]  
[Company Name]**

**Re. Confirming the Attendance at [name] Conference Dated [date]**

Dear [name the organizer], I am much pleased to receive your invitation to the [name] conference. Your firm never let go of any event without filling it with pleasure and delight for the participants and attendants. I am overtly happy to confirm that I shall be attending the [name] conference at [venue] on [date]. The timing for which I have been invited is [time [ whereas I want to let you know that my attendance can differentiate a little bit from the time to which I have been invited.

The time difference shall not be large. This difference occurs due to an important business meeting with Russian Contractors who are visiting us for an important mass transit project. Therefore, I am afraid that I shall not be able to reach sharply on the given time, but the conference intrigues me to attend it at any cost. Hence, I will attend the conference with a little time difference mitigated by my manager.

In the invitation letter, I have been asked to deliver a brief speech to the international market sellers and the youth attending the conference. I would be glad to do that with such an amazing audience. Your organization never fails to attract corporate businesses through such mindful events and conferences. I am much hopeful that this event shall be full of learning, professional guidelines, and opportunities for the rising businesses. I am thankful to you for inviting me along with my team. We shall join you on [date]. In case of any changes, please contact my manager at [phone] or [email]. Thank you.

Regards.

[Your Name]  
[Company Name]  
[Address]