**To**

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

**Re. Conference Attendance Confirmation Dated [date]**

Dear [name of the event organizer],

This letter intends to confirm my attendance at the [name] conference 20XX. I am very happy and thankful to receive your invitation to the conference that I was waiting for a long. Attending events organized by your firms is always a great pleasure and a mindful experience. Your team is very competent and skillful in organizing such events and making them unforgettable.

I remember the [name] conference 20XX which was organized in [month]. I still inoculate those experiences in my team and their work. I have marked my calendar and shall attend the conference with complete zeal and zest. As our business is related to tech and software, therefore, I will not be able to deliver a speech on the business trade circle in the textile business. I am not an expert to talk on that, therefore, I request you to remove my name from the key speakers or change the subject of the speech.

With the success of last year’s conference, I keep high hopes for this event too. We have also tagged your conference to our official website and social media accounts. As the event relates to youthful entrepreneurs, this conference will be full of many learning experiences through speakers, researchers, and other presenters. I am looking forward to a very productive day at the conference. Thanks for inviting me. I will be on time at the given venue.

Regards.

[Your Name]  
[Company Name]  
[Address]