

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Company/ Organization

Address of Company/ Organization

Subject: Acknowledgment of the Invitation to Conference

Dear ABC (Name of the Organizer),

I am writing this letter to thank you for inviting me to the upcoming 'Environment Connect Conference' (Write the name of the conference). I will be glad to attend the conference on May 5th, 2021 (Date of the conference) at 10 am (Time of the conference).

Thus, I am confirming my attendance for the same. I hope this opportunity gives us a chance to strengthen our business relationship,

Thank you for the invitation, once again. I am looking forward to meeting you and your team.

Sincerely,

(Signature)

Sender's Full Name