| Yellow text on a black background  Description automatically generated with medium confidence |  |
| --- | --- |

[Sender’s Name]

[Address of the Sender]

[Date]

[Organizer’s Name]

[Organizer’s Job Title]

[Organizer’s Company Name]

[Organizer’s Company Address]

Subject: Thank You For The Invitation To The Business Conference

Respected [Sir/Madam],

I am sincerely grateful to you for inviting me to the upcoming business conference hosted by your company. I hereby confirm my participation to attend the event that will be held on 5th, March 2022 at 10 A.M.

This opportunity will help me and my business immensely. I will get the opportunity to meet different business leaders at the conference that will help me build solid relationships. I also sincerely hope that this conference can strengthen our business relationships much further. Again thank you for inviting me to the conference and eagerly waiting to meet you and your team members.

Yours Sincerely,

[Sender’s Full Name]

[Contact Number]

[Signature]