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

[Sender’s Name]

[Sender’s Job Title]

[Sender’s Email Address]

[Sender’s Company Address]

[Date]

[Organizer’s Name]

[Organizer’s Company Address]

Subject: Expressing Gratitude For Invitation To The Conference

Respected [Sir/Madam],

On behalf of my company, I am sincerely grateful to you for inviting my team to attend the “Technolgy Innovation Conference” being held at your company. I affirm our participation in the conference that will be held next month.

As one of the upcoming startups that believes in innovation, this conference can help us learn innovation techniques in the areas of IoT, and data science. We also believe that the conference will have the presence of the brightest minds in the respective fields of IoT, and data science. This will give us an opportunity to exchange ideas with them.

I request you to send me the dress code details, if any, to attend the conference. You can email me at [Email ID]. Once again thanks for inviting us to this prestigious conference and looking forward to seeing you and your team members.

Yours Sincerely,

[Sender’s Full Name]