| Yellow text on a black background  Description automatically generated with medium confidence |  |
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To: [Organizer’s Email ID]

CC: [Your Email ID]

Subject: Thank You For Inviting Me To Talk About Women Empowerment At The Conference

Respected [Sir/Madam],

Thank you for inviting me to this conference and giving me the opportunity to speak about women's empowerment at the conference. The issue is very close to my heart and an opportunity like this will allow me to educate the participants about this concerning issue. I will also get an opportunity to give a brief explanation of how my NGO is working towards empowering women to continue their education.

I am confirming my attendance at the event on April 5th, 2022. Again I express my gratitude for inviting me to this conference.

Yours truly,

[Your Name]

[Contact Number]