

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Confirm a Guest's Attendance at a Conference or Symposium (Organizer's Letter)

Dear :

Thank you for agreeing to attend our {name} Conference/Symposium. We are honored to have someone of your knowledge and caliber to attend and voice your view about {topic}. We have included the information regarding travel and lodging. We have also enclosed an itinerary of the conference/symposium events.

Sincerely,

N A M E

Enclosure